

WPS-PLUS/VMS Editor Functions

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The spelling correction software is based upon *The American Heritage Dictionary*. Roget's Electronic Thesaurus software is based upon *Roget's II: The New Thesaurus*.

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About This Guide

Purpose of This Guide

WPS-PLUS Editor Functions describes all the word processing functions in the WPS-PLUS Editor. Appendix B provides a summary of WPS-PLUS editor functions.

Who Should Use This Guide

This guide is for users who know the basics of WPS-PLUS word processing.

Prerequisites

Before using this guide, you should be familiar with the following documents:

- *Getting Started*
- WPS-PLUS Computer-Based Instruction (CBI)
- The Keyboard Reference Card for your keyboard

For More Information

This guide, together with the following documents, provides detailed information about how to use WPS-PLUS to perform word processing tasks.

WPS-PLUS List and Sort Processing

WPS-PLUS Quick Lookup

If Grammar Checker is installed on your system, you should use the *Grammar Checker User's Guide* in this documentation set.

If DECpage is installed on your system, you should use the following guides:

DECpage Getting Started

DECpage User's Guide

DECpage Quick Lookup

Conventions

CTRL/x	Means hold down the CTRL key while you press the designated letter key.
Dot Matrix Type	Indicates text that appears on your screen.
Enter	Means type your response at a menu or form, then press RETURN.
GOLD x	Means press the GOLD key, then press the function key.
Red Type	Indicates commands you enter or responses to prompts.
UPPERCASE LETTERS	Indicates WPS-PLUS editor functions, folder names, and document titles.
WPS-PLUS	Means WPS-PLUS TM software.

- . Means the example contains more
- . information than is shown.
- .

Changes Since WPS-PLUS/VMS V2.1

New WPS-PLUS features documented in this guide include:

- **Enhanced Footnoting**

You can create footnotes and endnotes while using all the features of the WPS-PLUS Editor. You can also use a variety of print settings to specify how your footnotes should be printed. By using a `PRINTER FOOTNOTE_FONT` control block, you can print your footnotes in a font different from the rest of the document text.

Before you transfer footnotes from or to an earlier version of WPS-PLUS, or to DECdx, read the chapter in this guide on footnotes.

- **Table of Contents, Index, and Table of Authorities**

You can create up to **nine** separate tables of contents, indexes, and tables of authorities for any document.

- **Column Cut and Paste**

You can cut, move, and paste columns that you have formatted with tab settings in your ruler.

- **Insert Mode and Overstrike Mode**

You can switch between insert mode (existing text moves to the right as you type) and overstrike mode (existing text is overwritten as you type) in the WPS-PLUS Editor.

- **Spell Check.** You can check your spelling with

- 1 Multiple master dictionaries, depending on how many master dictionaries are installed on your system
- 2 An international dictionary, which is shared between all master dictionaries
- 3 A personal dictionary for every language installed on your system
- 4 Up to ten additional dictionaries that you can open or close for each Spell Check session.

You can also switch master dictionaries during a Spell Check session, and add words to both your personal dictionary and international dictionary.

- **Displayed Status Line**

You can display the status line continuously inside the WPS-PLUS Editor. The status line now indicates whether you are in insert mode or overstrike mode.

- **Change in WORD, DEL WORD, and RUB WORD**

You can choose to delete a word without deleting the tabs, carriage return, paragraph marker, or other view mode symbols that follow or precede that word. Likewise, you can move the cursor so view mode symbols are treated as “words.”

- **Hyphenation Zones with Automatic GOLD PAGE and GOLD PAGE**

You can turn off hyphenation checking so that pagination with Automatic GOLD PAGE or GOLD PAGE is not interrupted by an empty hyphenation zone.

- **NO_BREAK Control Block**

You can use a NO_BREAK control block to ensure that a block of text is not divided between two pages.

- **Currency Symbols and Alternative Decimal Separators in Editor Math**

You can use currency symbols and alternative decimal separators to perform mathematical calculations with foreign currencies.

Introduction to Editor Functions

This guide explains how to use the WPS-PLUS Editor. With the WPS-PLUS Editor, you can:

- Enter text, format it properly, and save or delete your edits
- Indent text and set margins by inserting rulers in your document and changing ruler settings
- Remove text from a document with the select and cut functions, or reinsert it with the paste function
- Highlight text by capitalizing, bolding, underlining, or other methods
- Search a document for text you identify, and replace it using the search-and-replace function
- Insert hyphens to divide compound words
- Store frequently used text in special library and abbreviation documents that can be inserted into other documents when needed
- Create and use composite, multinational, and technical characters
- Subscript and superscript characters
- Insert headers and footers containing page numbers and text

- Format text for printing in columns
- Use Editor Math to solve mathematical equations
- Paginate a document manually or automatically
- Use the Two-Dimensional Editor to draw diagrams, integrate text and graphics, or construct complex equations
- Check your spelling, diction, and usage in a document
- Create footnotes or endnotes
- Number your paragraphs and create a table of contents, index, and table of authorities

To access the editor:

Create or edit a document.

See *Getting Started* for information about creating a document, and about using documents you have created or edited.

Figure 1-1 shows the WPS-PLUS editor functions on the LK201 keyboard.

Figure 1-2 shows the WPS-PLUS editor functions on the VT100 keyboard.

Appendix B provides a summary of the WPS-PLUS editor functions. Use Appendix B and the index to find information about any WPS-PLUS editor function. See Appendix C for a list of duplicate editor function keys.

Initial Display

After you create a document, you see the initial display in the editor. The display consists of a TOP marker and a ruler. For example:

```
----- TOP -----  
L-----T-----T-----T-----T-----T-----T-----R-----
```

When you create a new document, the document uses the default ruler to set margins and tabs. For information about rulers, see the chapter in this guide on rulers.

Insert Mode and Overstrike Mode

When you first enter the editor, the cursor is on the line below the ruler, and you are in insert mode. This means that as you type and insert new characters, any characters at or past the cursor move to the right.

If you prefer to type over existing text rather than move it to the right, you can switch to overstrike mode. When you type a new character in overstrike mode, the character at the cursor disappears, including any highlighting of that character.

To switch from insert mode to overstrike mode, or back again:

Press INSERT/OVERSTRIKE.

If the status line is turned off, you receive a message that you are in insert or overstrike mode. If the status line is turned on, it indicates whether you are in insert or overstrike mode. For more information, see the section in this chapter on Checking Document Status.

NOTE: *If you enable redlining at the Editor Attributes form, you are placed in insert mode. You cannot switch to overstrike mode until you disable redlining.*

To add text to an existing document:

- 1 Move the cursor to the location for the new text.
- 2 Type the text.

WPS-PLUS moves text to the next line when you type beyond the right margin. Press RETURN once to begin a new line. Press RETURN twice (or GOLD PARA MARKER) to begin a new paragraph. For information about moving the cursor in a document, see the chapter in this guide on moving the cursor.

WPS-PLUS allows a maximum document size of approximately 25,000 lines.

Correcting Text

To change characters or words:

- 1 Move the cursor to the start of the incorrect text.
- 2 Delete characters or words by pressing DEL CHAR or DEL WORD.
- 3 Type the correct text.

OR

- 1 Move the cursor to the end of the incorrect text.
- 2 Press one of the following keys:
 - RUB CHAR
 - RUB WORD
 - GOLD RUB LINE
 - GOLD RUB SENT
- 3 Type the correct text.

NOTE: *If a sentence contains a carriage return, GOLD RUB SENT deletes only the words following the carriage return.*

To restore text accidentally deleted by pressing a delete or rubout key:

Press GOLD DEL CHAR or GOLD DEL WORD immediately.

Only the text most recently removed is inserted at the cursor.

When you press DEL WORD or RUB WORD, you have the choice of deleting either of the following:

- The word itself and any trailing spaces
- The word itself, plus any spaces, tabs, carriage returns, and other markers or symbols that come between the cursor and the next word.

For example, if you choose to delete only the word itself, and that word is the last word of a paragraph, the carriage return or paragraph marker that follows the word remains in the document.

When you first use WPS-PLUS and press DEL WORD or RUB WORD, you delete both the word and the markers or symbols that come between the cursor and the next word. To set the editor so you delete only the word itself and any trailing spaces:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears on your screen.
- 2 Enter EA.
The Editor Attributes form appears on your screen.
- 3 Move the cursor to the Word choice — with trailing symbols setting, and enter N.
- 4 Press EXIT to return to your document.

Once you change this setting, the editor considers carriage returns, tabs, and other symbols or markers to be “words.” If you press DEL WORD at a word that is followed by a control block, the word is deleted but the control block remains. If you press RUB WORD, and there is a tab between the cursor and the preceding word, the tab is deleted but the preceding word remains.

Note that this setting also affects cursor movement when you press WORD. Once you change the setting and press WORD, the cursor moves to the next or preceding word, carriage return, tab, or other symbol or marker.

To transpose two characters:

- 1 Move the cursor to the first of the two characters to be transposed.
- 2 Press GOLD SWAP.

Wrapping Text

When you type a word beyond the right margin, WPS-PLUS wraps your text. This means that WPS-PLUS moves the last word you typed to the next line.

NOTE: *When you insert more text, or change a ruler within a document, you **MUST** rewrap the text yourself by scrolling to the next ruler, or to the end of the document. If you do not rewrap the text, your document may not print correctly.*

WPS-PLUS rewraps the text according to your ruler settings. For more information on rulers, see the chapter in this guide on rulers.

To rewrap text:

- 1 Move the cursor to the start of the text you want to rewrap.
- 2 Press ADVANCE.
- 3 Press the appropriate distance key, such as SENT or PARA, until the cursor reaches the end of the text, or the next ruler.

To rewrap an entire document:

- 1 Move the cursor to the start of the text you want to rewrap.
- 2 Press GOLD ADVANCE.

NOTE: *Do not use GOLD BOT DOCMT to rewrap an entire document. GOLD BOT DOCMT moves you directly to the end of the document and does not necessarily rewrap text.*

When you rewrap text in these ways, WPS-PLUS does not wrap text that contains carriage returns. In other words, if you have pressed RETURN at the end of a line, WPS-PLUS recognizes that carriage return and does not wrap the following text. However, you can rewrap text that contains carriage returns by using GOLD PARA.

To rewrap a paragraph containing carriage returns:

- 1 Position the cursor anywhere in the paragraph.
- 2 Press GOLD PARA.

WPS-PLUS rewraps the text and converts carriage returns to spaces. Spaces and tabs following the carriage returns are deleted.

To rewrap more than one paragraph:

- 1 Move the cursor to the start of the text you want to rewrap.

- 2 Press SEL.
 - 3 Move the cursor to the end of the text you want to rewrap.
 - 4 Press GOLD PARA.
- WPS-PLUS rewraps the text in each paragraph but leaves the paragraph breaks.

Entering the Date and Time

To insert the DATE & TIME stamp at the cursor position:

Press GOLD DATE & TIME.

Your system manager determines the format of the DATE & TIME stamp.
For example:

30-Jun-1988 Thu 18:49

Checking Document Status

To check the page number, line number, column number, document title, and whether you are in insert or overstrike mode:

Press GOLD STATUS.

A status line appears at the top of the screen with the required information.

You can leave the status line on the screen, or remove it by pressing GOLD STATUS again. Once you file a document with the status line on or off, the status line appears this way for all subsequent documents you create or edit, until you change the status line again.

You can also control whether or not the status line appears by changing the Status line enabled setting at the Editor Attributes form:

- 1 Press MAIN SCREEN while editing a document.

The Editor menu appears.

- 2 Enter EA.

The Editor Attributes form appears.

- 3 Move the cursor to the Status line enabled setting.
- 4 Enter Y if you want to display the status line at all times for all documents.

OR

Enter N if you do not want to display the status line at all times for all documents.

- 5 Press EXIT to return to your document.

To turn the status line on or off, you can either press GOLD STATUS or change the Status line enabled setting again.

Note that the line number in the status line reflects the left-margin setting in your ruler. For example, if your ruler has a D left-margin character to indicate double spacing, the line number increases by two for each line in your document. If you are using an F or N left-margin character for half-line or line-and-a-half spacing, the line number also shows half-lines. For more information on left-margin characters and line spacing, see the chapter in this guide on rulers.

If the line number is a ?, press CTRL/W to show the correct line number.

Returning to DCL Level

If you have access to VAX/VMS DCL-level commands, you can exit the WPS-PLUS Editor temporarily to read your mail, copy files, and so on. You can then return to your document by pressing RETURN.

To exit the WPS-PLUS Editor and return to DCL level:

Press GOLD DCL.

WPS-PLUS returns you to DCL level in your WPS-PLUS directory. If you change directories, you must return to your WPS-PLUS directory before you return to your WPS-PLUS document.

To return to your document from DCL level:

Press RETURN.

You can also use GOLD DCL from any menu or form.

Ending a WPS-PLUS Editing Session

You end a WPS-PLUS editing session when you file your document and save your edits, or file your document and delete your edits.

Saving Your Edits

Generally, you will want to keep the edits you make to a document.

To save your edits:

Press EXIT.

When you file a document, you delete any earlier version of the document. If you need to keep your original version (without edits), make a copy of the document before you begin editing. For more information on filing and copying documents, see the File Cabinet chapter in this documentation set.

You may decide, during an editing session, that you want to keep the original copy of the document you are editing. You can do so by using GOLD WRITE DOCMT:

- 1 In the document you are editing, press GOLD TOP DOCMT.
- 2 Press SEL.
- 3 Press GOLD BOT DOCMT.
- 4 Press GOLD WRITE DOCMT.

The GOLD WRITE menu appears.

- 5 Enter DOC.

The Creating GOLD WRITE Document form appears.

- 6 Type information to identify the new WPS-PLUS document, and press RETURN.

WPS-PLUS copies the selected text to a new document and returns you to the document you are editing.

- 7 Press CANCEL.

A prompt asks if you really want to end the editing session without saving your edits.

- 8 Enter Y.

WPS-PLUS cancels your edits and returns you to the Word and Document Processing menu.

You now have both the original and edited versions of the same document.

Deleting Your Edits

If you do not want to save the changes you made to a document, you can remove them before you file the document.

To delete your edits:

- 1 Press CANCEL.

A prompt asks if you really want to end the session without saving your edits.

- 2 Enter Y.

WPS-PLUS deletes all text you typed and changes you made in the current editing session.

If you decide not to delete your edits, enter N at the prompt.

Recovering Corrupted Documents

In the unlikely event that your document becomes corrupted, you receive an error message that a corrupt document record has been encountered. You can recover the document and remove the corrupted section(s) by doing the following:

- 1 Create a new document, using a different title than you used for the corrupted document.
- 2 Press GOLD GET DOCMT.
You see the GOLD GET menu.
- 3 Enter DOC.
You see the Selecting Document to Insert form.
- 4 Enter the document information for the corrupted document.
The old document is copied into the newly created document, with the corrupted section(s) deleted.

You should now delete the original corrupted document. For more information on GOLD GET DOCMT, see the chapter in this guide on moving text.

Keyboard Diagrams

WPS-PLUS is designed for use with the following keyboards:

- DIGITAL LK201
- DIGITAL VT100

See Figures 1-1 and 1-2 to find the fold-out keyboard diagram that matches your keyboard. Place the diagram next to your terminal for reference as you read this section and as you use WPS-PLUS.

WPS-PLUS Functions

When you use WPS-PLUS, many keys on your keyboard have special editing functions called GOLD functions. The GOLD functions are shown on the gold face of the keys in the WPS-PLUS keyboard diagrams. When the gold face is blank, the GOLD function has the same name as the WPS-PLUS function on the top of the key (for example, GOLD PARA).

To use a GOLD function:

- 1 Press and release the GOLD key.
- 2 Press a key that has a GOLD function.

You do not have to hold down the GOLD key as you press the GOLD function.

For example, the R key has the function GOLD RULER. While editing a document, if you press the GOLD key then the R key, a ruler appears on your screen.

You can perform other WPS-PLUS functions without pressing the GOLD key first. For example, you press PARA to advance the cursor to the start of the next or previous paragraph.

Refreshing the Screen

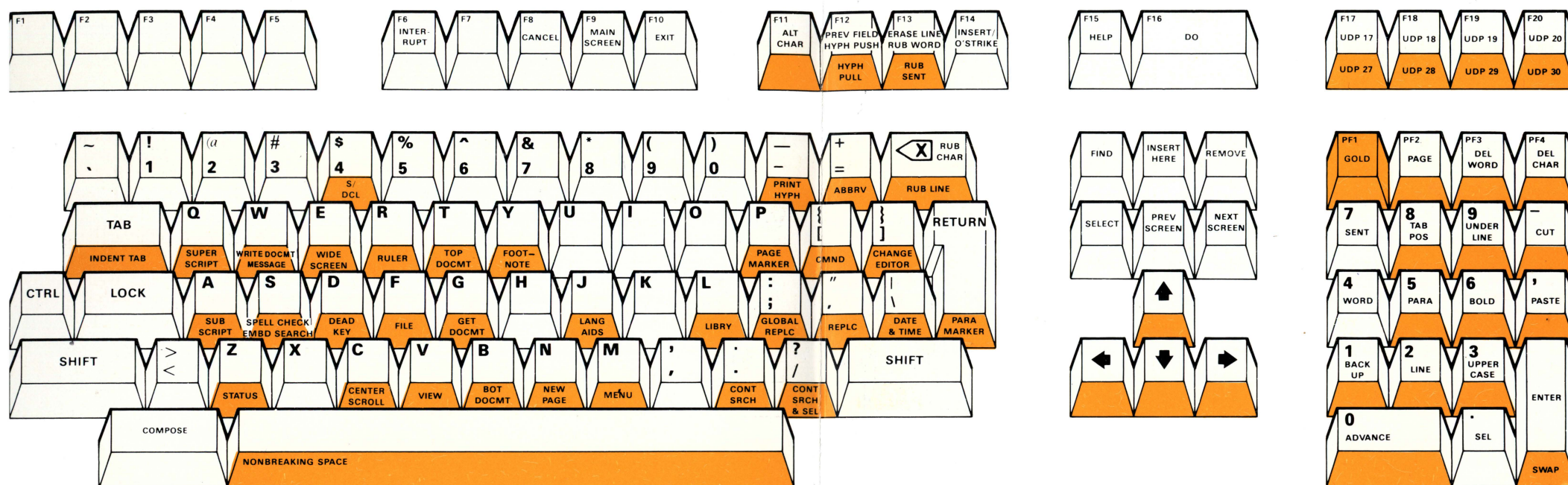
To remove messages and restore the display on your screen:

Press CTRL/W.

Getting Help

To see a keyboard diagram showing editor functions, and to learn more about specific editor functions:

- 1 Press HELP in the editor.
- 2 Follow the instructions on your screen to find information about WPS-PLUS functions.



To use a GOLD key function:

- 1 Press the GOLD (PF1) key
- 2 Press one of the GOLD function keys

S/ Means hold down the SHIFT key while you press the function key

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Figure 1-1 WPS-PLUS Editor Functions on the DIGITAL LK201 Keyboard

2

Moving the Cursor

This chapter explains how to move the cursor in a document with:

- ADVANCE and BACK UP
- Distance keys
- Arrow keys
- GOLD key functions

Moving Short Distances

To move the cursor forward one character:

Press ADVANCE or RIGHT ARROW.

To move the cursor backward one character:

Press BACK UP or LEFT ARROW.

To move the cursor to the same position on the previous line:

Press UP ARROW.

To move the cursor to the same position on the next line:

Press **DOWN ARROW**.

When you move the cursor to the next or previous line and begin typing, the cursor:

- Moves to the beginning of the line if the line is blank
- Moves to the space after the last character position if the line ends before the cursor
- Indicates where text is inserted if you move the cursor within an existing line of text

Moving Long Distances

To move the cursor more than one character:

- 1 Press **ADVANCE** or **BACK UP** to tell WPS-PLUS which direction to move the cursor.
- 2 Press a distance key to indicate how far to move the cursor. See Table 2-1 for information about distance keys.

OR

Hold down **ADVANCE** or **BACK UP** to move the cursor repeatedly.

NOTE: *Do not press RETURN to move the cursor. RETURN inserts a carriage return in your document.*

The cursor direction automatically switches to advance when:

- You press any key other than a distance key or **BACK UP**
- The cursor reaches the top of the document

For information on moving the cursor quickly through a document, see the section in this chapter on **GOLD Key Functions**.

Distance Keys

Distance keys move the cursor forward or backward the distance specified by the name of the key. (The ENTER key moves the cursor to the next or previous right angle bracket.) Table 2-1 shows the WPS-PLUS distance keys and how far each key moves the cursor.

Table 2-1 Distance Keys

Press	To
LINE	Move to the next or previous line. A line is the text displayed between the left and right margins.
PAGE	Move to the next or previous page-end mark (PAGE MARKER or NEW PAGE mark). If there are no page-end marks, the cursor goes without stopping to the bottom or top of the document.
PARA	Move to the start of the next or previous paragraph. Two RETURNS or a paragraph marker mark the beginning of a paragraph. The cursor also stops at page-end marks.
SENT	Move to the next or previous sentence. A period question mark, or exclamation point marks the end of a sentence. The cursor also stops at page-end marks and RETURNS.
TAB POS	Move to the next or previous tab position. If there are no tab positions in the ruler between the cursor and the end of the line, the cursor moves to the start of the next or previous line.
WORD	Move to the next or previous word. If you also want the cursor to move to symbols like tabs, carriage returns, or paragraph markers, you can specify this at the Editor Attributes form. For more information, see the introductory chapter in this guide.
ENTER	Move to the next or previous right angle bracket (>). Use this symbol as a "bookmark" to find particular sections of a large document.
PREV SCREEN (LK201 keyboard only)	Move to the previous screen display (24 lines backward).

(Cont.)

Table 2-1 Distance Keys (Cont.)

Press	To
NEXT SCREEN (LK201 keyboard only)	Move to the next screen display (24 lines forward).

GOLD Key Functions

You can also move the cursor forward and backward by using GOLD key functions. Table 2-2 shows the GOLD key functions and how far each key moves the cursor.

Table 2-2 GOLD Key Functions for Moving the Cursor

Press	To
GOLD RIGHT ARROW	Move to the end of the current line.
GOLD LEFT ARROW	Move to the start of the current line.
GOLD TOP DOCMT	Move directly to the start of the document.
GOLD BOT DOCMT	Move directly to the end of the document.
GOLD ADVANCE	Move forward to the end of the document – text scrolls up the screen.
GOLD DOWN ARROW	Same as GOLD ADVANCE.
GOLD BACK UP	Move backward to the start of the document – text scrolls down the screen.
GOLD UP ARROW	Same as GOLD BACK UP.

Stopping the Cursor

You can stop the cursor during most operations by pressing INTERRUPT.

3

Rulers

This chapter explains how to:

- Display and change a ruler
- Set left and right margins, tab positions, indentation points, and centering points
- Change your screen display to show a wide ruler
- Store and recall a ruler
- Go to the next or previous ruler

What Is a Ruler?

A ruler appears as a horizontal line of dashes and characters. Each character in a ruler indicates a ruler setting, such as a margin, tab, indentation point, centering point, and hyphenation zone for a document.

Here is a sample ruler:

L-----T-----R

In the sample ruler, L indicates the left margin, T indicates a tab position, and R indicates the right margin. See Table 3-1 for a list of ruler-setting characters.

You can place any number of rulers in a document, and change rulers whenever you need new ruler settings. A ruler remains in effect until the next ruler or the end of the document. Rulers do not appear in the printed document.

You must use rulers that are compatible with your printer. For example, do not specify margins wider than your printer can print. For more information, see the documentation for your printer.

Displaying a Ruler

To view the current ruler settings anywhere in a document:

Press **GOLD RULER**.

The text moves up, and a ruler appears at the cursor.

For example:

	10	20	30	40	50	60	70	80
.....	0	0	0	0	0	0	0	0
L	T	T	T	T	T	T	T	R

Moving the Cursor in a Ruler

In a displayed ruler, use:

- ADVANCE or RIGHT ARROW to move the cursor one space to the right
- BACK UP or LEFT ARROW to move the cursor one space to the left
- WORD or BACK UP WORD to move the cursor to the next or previous setting in the ruler
- ADVANCE LINE to move the cursor to the far-right column on the screen
- BACK UP LINE to move the cursor to column 1

Changing a Ruler

If you want to change the formatting of your document, you can add a new ruler setting.

To add a ruler setting:

- 1 Move the cursor to the first line you want to format.
- 2 Press GOLD RULER to display the ruler.
- 3 Move the cursor to where you want the new setting.
- 4 Type the character for the new setting.

The character you type appears in the ruler.

- 5 Press RETURN to embed the ruler.

The normal display returns, and the ruler you have added remains displayed in your document.

NOTE: Once you have added a ruler setting, you *MUST* rewrap the following text so it matches the new ruler.

To rewrap the text, scroll through the document until you reach the end of the document or the next ruler. If you do not rewrap the text, your document may not print correctly. For information on rewrapping text, see the introductory chapter in this guide.

To resume editing without embedding the new ruler:

Press **GOLD RULER**.

To remove a ruler setting:

- 1 Move the cursor to the first line you want the new ruler to format.
- 2 Press **GOLD RULER** to display the ruler.
- 3 Move the cursor to the setting you want to remove.
- 4 Press the space bar.

The old setting is deleted.

NOTE: *Do not remove the R or J setting from a ruler unless you want a no-wrap ruler.*

To move any ruler setting except a tab position character:

- 1 Move the cursor to the column where the new setting should go.
- 2 Type the character for that setting.

WPS-PLUS removes the old setting when you type the new one.

To move a tab position:

- 1 Remove the old tab setting by pressing the space bar.
- 2 Add the new tab setting.

To recall your original ruler (the ruler displayed when you pressed **GOLD RULER**) while the ruler is displayed:

Press the equals (=) key.

Deleting a Ruler

To delete a ruler:

- 1 Move the cursor to the line below the ruler.
- 2 Press GOLD RULER.
- 3 Press DEL WORD.
- 4 Press RETURN to resume editing.

WPS-PLUS changes the ruler to match the ruler above it, and the ruler disappears. If necessary, rewrap the following lines to the next ruler or to the end of the document.

To recall the original ruler (the ruler displayed when you pressed GOLD RULER) before you delete the ruler:

Press GOLD DEL WORD, GOLD DEL CHAR, or the equals (=) key before pressing RETURN.

You cannot restore the ruler after you press RETURN.

Left Margin (L, N, D, F)

Each ruler can contain only one left-margin character (L, N, D, F).

To change the left margin:

Embed an L, N, D, or F in the ruler.

WPS-PLUS removes any L, N, D, or F setting already in the ruler.

A typical ruler with left margin in column 1 and right margin in column 60 looks like this:

L-----R

In addition to defining the left margin, the left-margin character indicates the amount of vertical spacing between lines. The left-margin characters define line spacing as follows:

L	Single spacing
N	Line-and-a-half spacing
D	Double spacing
F	Half-line spacing

The line spacing created by the left-margin character in a ruler shows up in the printed copy of the document. You do not see it when you are editing.

To print half-line spacing (N or F setting) on any printer that supports half-line spacing, you must set Vertical lines per inch on the WPS-PLUS Pagination Settings form to 6. For more information on print settings and which printers support half-line spacing, see the chapter in this documentation set on printing documents.

Right Margin (R, J)

Each ruler can contain only one right-margin character (R or J), unless it is a no-wrap ruler. (See the section in this chapter on No-Wrap Rulers.) If you type past the right-margin character, WPS-PLUS wraps the word to the next line.

To set the right margin:

Embed an R or a J in the ruler.

R in the ruler means ragged-right margin. The R tells WPS-PLUS to position the words on the paper as they appear on the terminal screen. Lines are left-justified only.

J in the ruler means right-justified margin. The J tells WPS-PLUS to align the printed text on the right side, so that all line endings are even. Line endings of displayed text are uneven.

Tabs

To change tab settings for a document or a portion of a document:

- 1 Embed the new tab positions in a ruler.
- 2 Advance the cursor through the text to move text to the new tab positions.

TAB and TAB POS Keys

Two keys are used in conjunction with tab positions in a ruler:

- The TAB key moves the cursor and any text following it to the next tab position. The tab mark (visible only in view mode) stays in the document until you remove it. For information on view mode, see the chapter in this guide on view mode.
- The TAB POS key moves the cursor to the next tab position. Unlike the TAB key, the TAB POS key does not move text as it moves the cursor.

Tab Settings

A ruler can contain three types of tab settings, as shown in Figure 3-1.

Left- Justified	Right- Justified	Decimal- Aligned
-----T----->-----		
Price	\$30	1.065
Number Three	\$104	9.38
New Method	\$2,207	16
Incremental Cost	\$9	0.082
Compound C	\$11	.31

Figure 3-1 Examples of Tabs

Left-Justified Tab (T) To align text on the left:

- 1 Embed a T in the ruler where you want text to be aligned.
- 2 Tab to the left-justified tab position.
- 3 Type text.

WPS-PLUS displays the text starting at the tab position and continuing to the right. See Figure 3-1.

Right-Justified Tab (>) To align text, such as columns of whole numbers, on the right:

- 1 Embed a right angle bracket (>) in the ruler where you want text to be aligned.
- 2 Tab to the right-justified tab position.
- 3 Type text.

WPS-PLUS displays the text starting at the tab position and continuing to the left. See Figure 3-1.

Decimal-Aligned Tab (.) To align the decimal points in a column of numbers:

- 1 Embed a decimal point (.) in the ruler where you want to align decimal points.
- 2 Tab to the decimal point.
- 3 Type the non-decimal part of the number.
Digits move left from the cursor as you type.
- 4 Type a decimal point.
WPS-PLUS displays the decimal point at the tab position.
- 5 Type the decimal digits.
Decimal digits move right from the cursor as you type.

See Figure 3-1 for an example of this setting.

If the number you type does not contain a decimal point, columns are aligned on the right, as with a > in the ruler. See the number 16 in Figure 3-1.

Indents

You can indent text by embedding a paragraph indent (P) or a word-wrap indent (W) in a ruler. Generally these settings appear after the left-margin setting. However, if you embed a P or W setting before the left margin, the text moves to the left of the left-margin setting.

Paragraph Indent (P)

P in the ruler indicates a paragraph indent. For example:

L---P-----R

To indent paragraphs:

- 1 Embed a P in the ruler where you want paragraphs to indent.
- 2 Press GOLD PARA MARKER to begin each paragraph.

A P setting acts like a left-justified tab position. You can tab to a P using the TAB key.

A ruler can have only one P setting. If you type a second P into a ruler, WPS-PLUS removes the original P.

Word-Wrap Indent (W)

W in the ruler indicates a word-wrap indent. For example:

L---W-----R

If the ruler contains a W, all text you type after the right margin is wrapped and indented to the W, unless you press RETURN. Word-wrap indents are therefore useful if you are creating lists, or any text in which the indentation changes.

To insert a word-wrap indent in your ruler:

- 1 Position the cursor in the text at the indent position you want. (Do not press GOLD RULER.)
- 2 Press GOLD INDENT TAB.

OR

- 1 Press GOLD RULER.
- 2 Embed a W in the ruler at the indent position you want.

A ruler can have only one W setting. If you type a second W in a ruler, WPS-PLUS removes the original W. You can tab to a W with the TAB key.

To create a list using a word-wrap indent:

- 1 Embed a W in a ruler before the first list item. Embed the W in the column where text in a list item should start.

The cursor moves to your left margin.

- 2 Type the number of the list item.
- 3 Tab to the column indicated by the W.
- 4 Type the text.

When the cursor passes the right margin, WPS-PLUS wraps text, moving the cursor to the next line and indenting to the W.

- 5 Press RETURN, then repeat steps 2 through 5 to complete the next list items.

NOTE: *If you are using DECpage to print your document, you must delete all left-justified tabs (T) that appear after the W. A T can appear before the W, but not after, or the document will not print correctly.*

Centering Point (C)

C in a ruler indicates a centering point other than midway between the left and right margins. For example:

L-----C-----R

Use GOLD CENTER to center a line on a centering point in the ruler. If you embed a C in the ruler, WPS-PLUS displays the same amount of text on either side of the C setting. If you do not embed a C in the ruler, WPS-PLUS centers text halfway between the left and right margins.

To insert a centering point in a ruler:

Embed a C in the ruler.

To center a line of text.

- 1 Move the cursor to the space after the last character in a line.
- 2 Press GOLD CENTER.

A ruler can have only one C setting. If you type a second C into a ruler, WPS-PLUS removes the original C. For more information about centering, see the chapter in this guide on highlighting.

Hyphenation Zone (H)

When you create a hyphenation zone near the right margin, WPS-PLUS sounds the beeper when it has wrapped a word that you might want to hyphenate. You can then hyphenate the word, if you like, by using HYPH PUSH and HYPH PULL. For more information on these keys, see the chapter in this guide on hyphenating words.

To create a hyphenation zone:

Embed an H in the ruler a few spaces from the right-margin character.

For example:

L-----H---R

The hyphenation zone is between H and R.

H cannot appear more than once in any ruler. If you type a second H in a ruler, WPS-PLUS removes the original H. For information on different forms of hyphenation, see the chapter in this guide on hyphenating words.

Ruler-Setting Characters

Table 3-1 summarizes the ruler-setting characters.

Table 3-1 Ruler-Setting Characters

Left-Margin Characters

F	Defines a left margin, and prints text with half-line spacing.
L	Defines a left margin, and prints text single-spaced.
N	Defines a left margin, and prints text with line-and-a-half spacing.
D	Defines a left margin, and prints text double-spaced.

Right-Margin Characters

R	Defines a ragged-right margin. Line endings of displayed and printed text are uneven.
J	Defines a right-justified margin. Line endings of printed text are even. Line endings of displayed text are uneven.

Tab-Position Characters

T	Defines a left-justified tab position, to align words in columns.
>	Defines a right-justified tab position, to align words or whole numbers on the right.
.	Defines a decimal-aligned tab position, to align decimal points in a column of numbers.

Indenting Characters

P	Indents a paragraph after a paragraph marker.
W	Indents text after a word wrap.

Other Characters

C	Defines a centering point other than midway between the left and right margins. Text is centered on the centering point.
H	Defines a hyphenation zone. Used in conjunction with the right-margin character (R or J) to determine which words should be hyphenated. Hyphenation produces a more even right margin.

Wide Rulers

A wide ruler has a right margin set past column 80. A document containing a wide ruler is called a wide document. WPS-PLUS can display and print wide documents with up to 256 characters on a line.

When you create a wide ruler, you can use either a regular screen display (80 columns) or a wide screen display (132 columns). With a wide screen display, WPS-PLUS compresses the display on the screen to show a line up to 132 characters long. You determine the width of the screen display by changing the Set wide screen setting at the Editor Attributes form. Whether you use a regular or wide screen display, the ruler setting remains the same unless you change it.

When you file or quit your document, the Set wide screen setting is stored with the document. When you edit the document again, the screen will have the same display as before.

You can use the Two-Dimensional Editor while you are using a wide ruler. For more information, see the chapter in this guide on the Two-Dimensional Editor.

If you want to transfer a wide document to a DEC Workstation, see the section in this chapter on Restrictions.

Creating a Wide Ruler

To create a wide ruler with regular screen display:

- 1 Press **GOLD RULER**.
- 2 Press **LINE** to move the cursor to the end of the 80-column ruler.
- 3 Press **ADVANCE** or **RIGHT ARROW** to display the next 60 columns in the ruler.
- 4 Repeat steps 2 and 3 until you reach the column where you want to insert a ruler setting.
- 5 Insert the ruler setting.
- 6 When you have inserted all necessary ruler settings, press **RETURN** to embed the wide ruler.

To create a wide ruler with wide screen display:

- 1 Press **MAIN SCREEN** while you are editing a document.
The Editor menu appears.
- 2 Enter **EA**. The Editor Attributes form appears.
- 3 Move the cursor to the Set wide screen setting, and enter **Y**.
- 4 Press **EXIT** to return to your document.
WPS-PLUS returns you to your document and displays a wide screen.
- 5 Press **GOLD RULER**.
- 6 Press **LINE** to move the cursor to the end of the 132-column ruler.
- 7 Press **ADVANCE** or **RIGHT ARROW** to display the next 64 columns in the ruler.
- 8 Repeat steps 6 and 7 until you reach the column where you want to insert a ruler setting.
- 9 Insert the ruler setting.
- 10 When you have inserted all necessary ruler settings, press **RETURN** to embed the wide ruler.

Printing a Wide Document

The maximum width of your ruler depends on the type of printer you use and the horizontal pitch you want. Before you print any document, see the chapter in this documentation set on printing, and also the documentation for your printer.

You may want to consider creating a separate document for text that uses a wide ruler. For example, if the document you are creating contains a chart that uses a wide ruler, create a document that contains only the chart. You can print the documents separately.

No-Wrap Rulers

With a no-wrap ruler, you can type up to 256 characters in a line without having the text wrap. A spreadsheet is an example of text that would use a no-wrap ruler.

To embed a no-wrap ruler in your document:

- 1 Press GOLD RULER to display the current ruler.
- 2 Remove the right-margin setting (R or J).
- 3 Press RETURN.

Stored Rulers

You can store ruler settings under a number and recall them later. You can store as many as 10 rulers by using the number keys, 0 through 9, on the main keyboard.

You store your default ruler under the number 0. This is the ruler that appears at the top of any document you create. See the section in this chapter on Storing Your Own Default Ruler.

You store your ruler for creating footnotes under the number 9. This is the ruler that appears at the top of any footnote you create. For more information, see the chapter in this guide on footnotes and endnotes.

If you need to store more than 10 rulers, you can store a ruler in an abbreviation document, then insert it into your document. For more information, see the chapter in this guide on abbreviation and library documents.

Using Stored Rulers

To store ruler settings:

- 1 Press GOLD RULER.
- 2 Change ruler settings, if necessary.
- 3 Press S, then type a number key (0 through 9) to store the ruler under that number.

- 4 Press any key to continue.
- 5 Press RETURN if you want to embed the ruler in the document.

Whether or not you embed the ruler, the ruler settings are stored under the number you specified.

NOTE: *If you store ruler settings under a number you have previously used, the previous ruler settings are removed.*

To display and embed a stored ruler anywhere in a document:

- 1 Press GOLD RULER.
- 2 Type the number of the stored ruler.
- 3 Press RETURN.

Storing Your Own Default Ruler

When you create a new document, WPS-PLUS uses the ruler stored under number 0 as the default ruler, the ruler that appears at the top of the document. If you find you do not use the default ruler settings, you can change the default ruler settings to those you use most often.

To change and embed the default ruler:

- 1 Press GOLD RULER.
- 2 Type the settings you want the default ruler to have.
- 3 Press S, then type 0 to store the ruler under that number.
- 4 Press any key to continue.
- 5 Press RETURN.

Go-to-Ruler

There are two ways to go to the next or previous ruler.

Method 1:

- 1 Press FIND.

- 2 Press GOLD RULER.
 - 3 Press ADVANCE to go to the next ruler.
- OR
- Press BACK UP to go to the previous ruler.

Method 2:

- 1 Press GOLD RULER.
 - 2 Press GOLD ADVANCE to go to the next ruler.
- OR
- Press GOLD BACK UP to go to the previous ruler.

When you change ruler settings, the text following the new ruler must be rewrapped to match the new ruler settings. Therefore, you can use go-to-ruler when you change rulers in a long document. For example:

- 1 Move the cursor to where you want to reformat text.
- 2 Press GOLD RULER to display the ruler.
- 3 Change the ruler settings.
- 4 Press GOLD ADVANCE to embed the new ruler, rewrap the following lines, and go to the next ruler.

Restrictions

You can store and edit a wide document on WPS-PLUS/Rainbow V1.0. If you edit the document, the text displays with a no-wrap ruler, so any text after column 160 does not appear on the screen. To display all the text, set a right margin in the ruler at column 158. The text after column 158 wraps and displays on the screen.

You can store and edit a document up to 238 characters wide on DECmate/WPS. If your document is over 238 characters wide, you should not store or edit it on DECmate.

If you transfer a wide document to the DX Index, then transfer it back to WPS-PLUS, the Set wide screen setting on the Editor Attributes form is reset to N.

4

Moving Text

This chapter explains how to:

- Select text
- Cut and paste text
- Replace text
- Transfer text between documents

Selecting Text

The select function inserts a select mark (◆) at the cursor. As you move the cursor, WPS-PLUS selects text between the cursor and the select mark for use in cut, paste, replace, or highlighting operations. You can select text as you type it, or select existing text.

To select text as you type it:

- 1 Press SEL.
- 2 Type the text.

To select existing text:

- 1 Move the cursor to the beginning of the text.
 - 2 Press SEL.
 - 3 Press the appropriate distance or arrow key.
- OR
- 1 Move the cursor to the end of the selected text.
 - 2 Press SEL.
 - 3 Press BACK UP and the appropriate distance or arrow key.

To erase a select mark:

Press SEL a second time.

Selected text can be:

- Highlighted (capitalized, bolded, underlined, redlined, double-underlined, or change-barred). See the chapter in this guide on highlighting.
- Subscripted and superscripted. See the chapter in this guide on subscripts and superscripts.
- Cut into the WPS-PLUS paste area, to be pasted elsewhere in the document, pasted in a different document, or deleted. See the sections in this chapter on Cutting Text and Pasting Text.
- Substituted for specified phrases in a document. See the section in this chapter on Replacing Text.

Cutting Text

Use the cut function to delete text from a document. Use cut with the paste function to move text within a document or to insert text in a different document.

When you cut text, the text is placed in the WPS-PLUS paste area. The text remains in the paste area until you replace it with other text, even if you exit WPS-PLUS. For more information, see the section in this chapter on Cutting and Pasting Text Between Documents.

Spaces before and after the cut text remain in the document, unless you include the spaces in the selected text.

To cut text:

- 1 Select the text.
- 2 Press CUT.

The selected text is removed from the document and placed in the WPS-PLUS paste area.

If no text has been selected, the beeper sounds when you press CUT.

To copy text into the WPS-PLUS paste area without removing the original text:

- 1 Select the text.
- 2 Press GOLD CUT.

Both CUT and GOLD CUT erase previously stored text from the WPS-PLUS paste area. You cannot restore erased text.

WPS-PLUS removes the select mark when you use CUT or GOLD CUT, so there is no longer any selected text.

Pasting Text

Use the paste function to insert text from the WPS-PLUS paste area into the same document or into a different document. Text is inserted at the cursor.

To cut and paste text within a document:

- 1 Select the text.

- 2 Press CUT or GOLD CUT.
- 3 Move the cursor to the point where you want to insert the text.
- 4 Press PASTE.

To cut and paste text with ruler settings:

- 1 Select the text.
- 2 Press CUT or GOLD CUT.
- 3 Move the cursor to the new location.
- 4 Press GOLD PASTE.

If the cut text has tabs or other special ruler settings, these are included when the text is pasted. WPS-PLUS restores the current ruler after the pasted text.

Paste does not erase text in the WPS-PLUS paste area, so you can press PASTE, move the cursor, and press PASTE again. In this way, you can insert a copy of the same text elsewhere in the document, or in another document, as many times as needed. You can reuse the contents of the paste area until you cut other text, which replaces the contents of the paste area.

To move text from one document to another, see the section in this chapter on Transferring Text Between Documents. For text frequently inserted in many documents, use an abbreviation or library document. See the chapter in this guide on abbreviation and library documents.

Replacing Text

Use the replace function to replace selected text with text you have cut.

To replace text:

- 1 Select the new (replacement) text.
- 2 Press CUT.

The replacement text is moved into the WPS-PLUS paste area.

- 3 Select the text you want to replace.

4 Press GOLD REPLC.

The selected text is replaced with the text in the WPS-PLUS paste area. If there is no selected text, the beeper sounds when you press GOLD REPLC.

NOTE: *Replaced text is not saved by WPS-PLUS; you cannot recover it.*

For information about the search-and-replace function, see the chapter in this guide on searching a document.

Column Cut and Paste

With column cut and paste, you can cut, move, and paste one or more columns that you have formatted with tab settings in your ruler. For information on tab settings, see the chapter in this guide on rulers.

If you use control blocks to format multicolumn text, you can use regular cut and paste to move the columns. For more information on multicolumn text, see the chapter in this guide on control blocks.

Column Cut

Assume that you are starting with the following text:

Part Number	Description	Number in Stock
ZK31902	Electrodes	105
ZK54321	Lightning rods	45
ZK00001	Lab gowns	29
ZK23456	Operating tables	10

To cut the second column and move the third column into its place:

- 1 Move the cursor to anywhere in the first line of the second column (in this example, the line *Description*).
- 2 Press SEL.
- 3 Move the cursor to anywhere in the last line of the second column (in this example, the line *Operating tables*).
- 4 Press GOLD TAB POS.

5 Press CUT.

The second column is cut and placed in the paste area, and the third column moves into its place.

To cut the second column without moving the third column from its place:

- 1 Move the cursor to the start of the first line in the column you want to cut (in this example, to the D in *Description*).
- 2 Press SEL.
- 3 Move the cursor to the start of the last line in the column you want to cut (in this example, to the O in *Operating tables*).
- 4 Press GOLD TAB POS.
- 5 Press DEL CHAR.

The second column is cut and placed in the paste area, but the third column remains in its place.

To make a copy of column one without removing it from the document:

- 1 Move the cursor to anywhere in the first line of the first column (in this example, the line *Part Number*).
- 2 Press SEL.
- 3 Move the cursor to anywhere in the last line of the first column (in this example, the line *ZK23456*).
- 4 Press GOLD TAB POS.
- 5 Press GOLD CUT.

A copy of the first column is placed in the paste area, but the first column also remains in the document.

Once you cut a column, you can paste it in its original position or elsewhere in the document. For more information, see the section in this chapter on column paste.

To cancel column cut after you press GOLD TAB POS but before you press CUT or GOLD CUT:

Press SEL. To delete the select mark, press SEL again.

You can cut and paste several columns at once. Select multiple columns as you would a single column, then press the appropriate key to cut the columns. You can also cut empty columns, if you want to shift columns without changing the tab positions in your ruler.

You can cut a portion of a particular column, either to the left or the right. For example, you might want to cut the ZK from all the part numbers, or cut the last two digits from each part number.

To cut a partial column to the left:

- 1 Move the cursor to the start of the partial column that you want to remain after you cut the rest (in this example, to the 3 in *ZK31902*).
- 2 Press SEL.
- 3 Move the cursor to the end of the same column (in this example, to the 2 in *ZK23456*).
- 4 Press GOLD TAB POS.
- 5 Press RUB CHAR.

The partial column to the left is cut and placed in the paste area, and the rest of the column shifts to the tab position on the left.

To cut a partial column to the right:

- 1 Move the cursor to the start of the first partial column that you want to cut (in this example, to the 0 in *ZK31902*).
- 2 Press SEL.
- 3 Move the cursor to the end of the same column (in this example, to the 5 in *ZK23456*).
- 4 Press GOLD TAB POS.
- 5 Press DEL CHAR.

The partial column to the right is cut and placed in the paste area, so the part numbers appear without the last two digits.

Once you cut the partial column, you cannot paste it in its original position. However, as long as the partial column is stored in the paste area, you can paste it elsewhere in your document.

Restrictions:

- You cannot cut a column that is divided by a ruler. You can cut only the part of the column above the ruler, not the part below.
- If you cut a column that is divided by a control block, a NEW PAGE mark, or a PAGE MARKER, you cut the entire column but not the control block, NEW PAGE mark, or PAGE MARKER.

Column Paste

To paste a column that you have cut:

- 1 Cut the column using one of the column cut methods.
- 2 Move the cursor to the tab position where you want to paste the column.
- 3 Press GOLD TAB POS.
- 4 Press PASTE.

For example, assume you want to switch column two and column three.

L---T-----T-----T-----R			
Part Number	Description	Number in Stock	
ZK31902	Electrodes	105	
ZK54321	Lightning rods	45	
ZK00001	Lab gowns	29	
ZK23456	Operating tables	10	

- 1 Move the cursor to anywhere in the line *Description*.
- 2 Press SEL.
- 3 Move the cursor to anywhere in the line *Operating tables*.
- 4 Press GOLD TAB POS, then CUT.

The *Description* column is cut and placed in the paste area, and the *Number in Stock* column moves into its place.

- 5 Move the cursor to the end of the first line, then press TAB to move the cursor directly under the last T in the ruler.
- 6 Press GOLD TAB POS, then PASTE.

The *Description* column is pasted into the third column.

You can also paste a column so it replaces another column. For example, assume you want to cut the *Number in Stock* column and paste it over the *Description* column. Follow this procedure:

- 1 Move the cursor to anywhere in the line *Number in Stock*.
- 2 Press SEL.
- 3 Move the cursor to anywhere in the line 10.
- 4 Press GOLD TAB POS, then CUT.
- 5 Move the cursor to anywhere in the line *Description*.
- 6 Press GOLD TAB POS.
- 7 Press GOLD PASTE.

The *Number in Stock* column completely replaces the *Description* column.

To cancel column paste after you press GOLD TAB POS but before you press PASTE or GOLD PASTE:

Press SEL. To delete the select mark, press SEL again.

You can paste or replace several columns at once. Make sure that the tab positions in the ruler are set correctly for each column you want to replace.

Transferring Text Between Documents

There are three ways to transfer text between WPS-PLUS documents:

- Cut and paste
- GOLD GET DOCMT
- GOLD WRITE DOCMT

Cutting and Pasting Text Between Documents

To cut and paste text between documents:

- 1 Select the text.
- 2 Press CUT or GOLD CUT.
- 3 Press EXIT to file the document with all edits saved.
OR
Press CANCEL to file the document without saving your edits.
- 4 Create or edit the second document.
- 5 Move the cursor to the point in the second document where you want to insert the text.
- 6 Press PASTE or GOLD PASTE.
WPS-PLUS asks if you want to use the previous paste area.
- 7 Enter Y.
The text in the paste area appears at the cursor.

GOLD GET DOCMT

Use the GOLD GET DOCMT function to copy a document into the document you are working on. You can then cut any part of the text you do not want.

You can use GOLD GET DOCMT to copy the following to your current document:

- A document from your File Cabinet
- The contents of the Scratch Pad (for WPS-PLUS/ALL-IN-1 only)
- A VMS file
- A UDP
- A document from your DEC Workstation

NOTE: *WPS-PLUS copies everything in the document you identify except PAGE MARKERs. NEW PAGE marks are copied.*

As WPS-PLUS copies any document into your current document, the copied document scrolls up the screen. However, you might prefer to copy a large document without having it scroll, which increases the copying speed. By changing the GET DOCMT screen on setting on the Editor Attributes form, you determine whether you see the document scroll as WPS-PLUS copies it.

To change the GET DOCMT screen on setting:

- 1 Press MAIN SCREEN while you are editing a document.

The Editor menu appears.

- 2 Enter EA.

The Editor Attributes form appears.

- 3 Move the cursor to the GET DOCMT screen on setting.

- 4 Enter Y if you want to see the document scroll as WPS-PLUS copies it.

OR

Enter N if you do not want to see the document scroll as WPS-PLUS copies it. As WPS-PLUS copies a document, you receive a status message every 25 lines.

- 5 Press EXIT to return to your document.

The GET DOCMT screen on setting remains in effect for all documents you copy until you change the setting again.

To cancel a GOLD GET DOCMT operation and resume editing:

Press INTERRUPT.

Copying a File Cabinet Document To copy a document from your File Cabinet into your current document:

- 1 Position the cursor where you want to insert the document.
- 2 Press GOLD GET DOCMT.

The GOLD GET menu appears.

- 3 Enter DOC.

The Selecting Document to Insert form appears.

- 4 Enter information about the document to be copied.

WPS-PLUS copies the document into your current document. The cursor appears at the end of the copied text.

Copying the Scratch Pad (for WPS-PLUS/ALL-IN-1 only) To copy the contents of the Scratch Pad to your current document:

- 1 Position the cursor where you want to insert the contents of the Scratch Pad.

- 2 Press GOLD GET DOCMT.

The GOLD GET menu appears.

- 3 Enter SP.

WPS-PLUS copies the contents of the Scratch Pad into your current document. The cursor appears at the end of the copied text.

Copying a VMS file To copy a VMS file to your current document:

- 1 Position the cursor where you want to insert the VMS file.

- 2 Press GOLD GET DOCMT.

The GOLD GET menu appears.

- 3 Enter VMS.

The Receive a Document from VMS form appears.

- 4 Enter a VMS file name in the form [DIRECTORY]FILENAME.EXT.

WPS-PLUS copies the VMS file to your current document and returns you to the editor.

When you copy a VMS file into your document, the file text has a no-wrap ruler. You may have to reformat the text by adding a ruler and rewrapping the text.

Copying a UDP To copy a UDP (User-Defined Process) to your current document:

- 1 Position the cursor where you want to insert the UDP.
- 2 Press GOLD GET DOCMT.
The GOLD GET menu appears.
- 3 Enter UDP.
The Selecting A UDP form appears.
- 4 Enter the name of the UDP you want to copy. Use the SEL key to scan through the UDP names in your index.
WPS-PLUS copies the UDP definition to your current document and returns you to the editor.

When you copy a UDP into your document, the UDP has a no-wrap ruler. If you delete the UDP, you should also delete the no-wrap ruler unless you want to use this ruler in your document.

For information on UDPs, see the UDP chapter in this documentation set.

Copying a DEC Workstation Document To copy a document from your Workstation to your current document:

- 1 Position the cursor where you want to insert the document.
- 2 Press GOLD GET DOCMT. The GOLD GET menu appears.
- 3 Enter DEC.
The Receive from DEC Workstation form appears.
- 4 Enter information to identify the document to be copied.
- 5 Press RETURN.
WPS-PLUS copies the Workstation document to your current document, and the cursor appears at the end of the copied text.

To copy a DECmate document to your current document, you must be logged in to your WPS-PLUS account through the DECmate CX option. If you prefer, you can copy a DECmate document by using the appropriate options at the Document Transfer menu.

GOLD WRITE DOCMT

With **GOLD WRITE DOCMT**, you reverse the process of **GOLD GET DOCMT**. Instead of copying another document to your own, you copy all or part of your document to:

- A new document in your File Cabinet
- The Scratch Pad
- A new VMS file
- Your UDP index
- A new document on your DEC Workstation

When you copy all or part of your document with **GOLD WRITE DOCMT**, the original text remains in the document. Once the copy is made, you can cut or delete the text if you want.

Copying to a New Document To copy all or part of a document to a new document in your File Cabinet:

- 1 Move the cursor to the beginning of the text you want to copy.
- 2 Press **SEL**.
- 3 Move the cursor to the end of the text you want to copy.
- 4 Press **GOLD WRITE DOCMT**.

The **GOLD WRITE** menu appears.

- 5 Enter **DOC**.

The Creating **GOLD WRITE** Document form appears.

- 6 Type information to identify the new **WPS-PLUS** document.
- 7 Press **RETURN**.

WPS-PLUS copies the selected text to the new document and returns you to the document you were editing.

Copying to the Scratch Pad (for WPS-PLUS/ALL-IN-1 only) To copy all or part of a document into the Scratch Pad:

- 1 Move the cursor to the beginning of the text you want to copy.

- 2 Press SEL.
- 3 Move the cursor to the end of the text you want to copy.
- 4 Press GOLD WRITE DOCMT.

The GOLD WRITE menu appears.

- 5 Enter SP.

WPS-PLUS copies the selected text to the Scratch Pad and returns you to the document you were editing.

Copying to a VMS File To copy all or part of a document to a new VMS file:

- 1 Move the cursor to the beginning of the text you want to copy.
- 2 Press SEL.
- 3 Move the cursor to the end of the text you want to copy.
- 4 Press GOLD WRITE DOCMT.

The GOLD WRITE menu appears.

- 5 Enter VMS.

The Send a Document to VMS form appears.

- 6 Enter the new VMS file name in the form
[DIRECTORY]FILENAME.EXT.

WPS-PLUS copies the selected text to the new VMS file and returns you to the document you were editing.

If you copy a WPS-PLUS document to a VMS file using GOLD WRITE DOCMT, you lose the WPS-PLUS attributes, such as highlighting, unless you use a .WPL extension.

Copying to the UDP Index To copy a UDP definition to your UDP index:

- 1 Move the cursor to the beginning of the UDP definition.
- 2 Press SEL.
- 3 Move the cursor to the end of the UDP definition.
- 4 Press GOLD WRITE DOCMT.

The GOLD WRITE menu appears.

- 5 Enter UDP.

The Create New UDP form appears.

- 6 Enter the new UDP name.

WPS-PLUS copies the UDP definition to your UDP index and returns you to the document you were editing.

For more information on UDPs, see the UDP chapter in this documentation set.

Copying to a DEC Workstation Document To copy all or part of a document to a new document on your DEC Workstation:

- 1 Move the cursor to the beginning of the text you want to copy.
- 2 Press SEL.
- 3 Move the cursor to the end of the text you want to copy.
- 4 Press GOLD WRITE DOCMT.

The GOLD WRITE menu appears.

- 5 Enter DEC.

The Send to DEC Workstation form appears.

- 6 Enter information to identify the new Workstation document.

If you are copying to an existing document, you should:

- Enter T if you want to copy the text to the top of the existing document.
- Enter B if you want to copy the text to the bottom of the existing document.
- Enter O if you want to overwrite the existing document completely.

- 7 Press RETURN.

WPS-PLUS copies the selected text to the new document and returns you to the document you were editing.

To copy all or part of your current document to a DECmate, you must be logged in to your WPS-PLUS account through the DECmate CX option.

5

Highlighting Text

This chapter explains how to highlight text by:

- Capitalizing
- Bolding
- Underlining
- Centering
- Redlining
- Double underlining
- Inserting change bars

You can highlight the same text in more than one way. See the section in this chapter on Combining Highlighting Features.

Some printers cannot print certain highlighting features. To find out what features your printer supports, see the chapter in this documentation set on printing.

Capitalizing Text

To capitalize existing text:

- 1 Move the cursor to the start of the text to be capitalized.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be capitalized.
- 4 Press UPPER CASE.

To capitalize text as you type:

Press LOCK or CAPS LOCK, then type the text.

OR

Press SEL, type the text, then press UPPER CASE.

To remove capitalization:

- 1 Move the cursor to the start of the text where you want to remove capitalization.
- 2 Press SEL.
- 3 Move the cursor to the end of the capitalized text.
- 4 Press GOLD UPPER CASE.

Bolding Text

Bolded text appears brighter on the screen than normal text. When bolded text is printed, each character appears twice as dark as normal.

To bold existing text:

- 1 Move the cursor to the start of the text to be bolded.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be bolded.
- 4 Press BOLD.

To bold text as you type:

- 1 Press SEL.
- 2 Type the text.
- 3 Press BOLD.

To remove bolding:

- 1 Move the cursor to the start of the text where you want to remove bolding.
- 2 Press SEL.
- 3 Move the cursor to the end of the bolded text.
- 4 Press GOLD BOLD.

You can make bolded text print even darker by using shadow printing, provided that your printer supports this feature. If you want to use shadow printing, you must use it for all bolded text in your document. (For more information on shadow printing, see the chapter in this documentation set on printing.)

Underlining Text

To underline existing text:

- 1 Move the cursor to the start of the text to be underlined.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be underlined.
- 4 Press UNDER LINE.

To underline text as you type:

- 1 Press SEL.
- 2 Type the text.
- 3 Press UNDER LINE.

When you underline text, WPS-PLUS underlines the spaces between words as well as the words themselves.

To underline only the words:

- 1 Move the cursor to the start of the text to be underlined.
- 2 Press UNDER LINE.
- 3 Press WORD repeatedly until the cursor is past the last word to be underlined.
- 4 Press ADVANCE to turn off the underline feature.

To underline spaces or draw a long underline:

- 1 Press the underscore key repeatedly.
- OR

- 1 Press SEL.
- 2 Press the underscore key once.
- 3 Move the cursor by pressing TAB or another distance key.
- 4 Press the underscore key once.
- 5 Press UNDER LINE.

WPS-PLUS draws a line to connect the two underscore characters.
When you print the document, the line appears as a solid underline.

To remove underlining:

- 1 Move the cursor to the start of the text where you want to remove underlining.
- 2 Press SEL.
- 3 Move the cursor to the end of the underlined text.
- 4 Press GOLD UNDER LINE.

Centering Text

When you center text, WPS-PLUS aligns the text halfway between the left and right margins unless you embed a C in the ruler. If the ruler contains a C, WPS-PLUS centers text at the C. For more information about ruler settings, see the chapter in this guide on rulers.

To center a line of text:

- 1 Move the cursor to the space after the last character in a line.
- 2 Press GOLD CENTER.

WPS-PLUS centers the text and inserts a centering mark, visible only in view mode. The cursor and any following text then move to the start of the next line. If you change the margins or type more text on the centered line, WPS-PLUS moves the text to keep it centered.

Spaces are counted as characters when you center a line. If you want a line to appear centered, delete any spaces before or after the text. Before centering tabbed text, remove the tab mark. For information on tab marks, see the chapter in this guide on rulers.

To remove centering:

- 1 Move the cursor to the space after the last character in the centered line.
 - 2 Press DEL CHAR.
- OR
- 1 Move the cursor to the first character of the line after the centered line.
 - 2 Press RUB CHAR.

Because you have removed the centering mark, the text that was centered moves to the left margin.

Alternative Ways to Capitalize, Bold, or Underline Text

You can use another method to capitalize, bold, or underline existing text:

- 1 Move the cursor to the start of the text to be highlighted.
- 2 Press the desired highlighting key (UPPER CASE, BOLD, or UNDER LINE).
- 3 Press a distance key (such as WORD or LINE).
- 4 Press ADVANCE to turn off highlighting.

You can also capitalize, bold, or underline text from a menu. See the section in this chapter on Combining Highlighting Features.

Redlining Text

Redlining draws a dashed line through text that has been replaced, so that both the original and new text appear in a document. When printed, redlining appears as a line of hyphens through the selected text.

Here is an example of redlined text:

~~Eighty-seven-years-age~~ Four score and seven years ago . . .

To redline existing text:

- 1 Move the cursor to the start of the text to be redlined.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be redlined.
- 4 Press GOLD LINE.

The Highlighting menu appears on your screen with Redline highlighted.

Redline ChangeBars DoubleUnderline Bold Underline ShiftCase

- 5 Press DOWN ARROW.

The word Apply appears below Redline.

- 6 Press RETURN.

WPS-PLUS returns you to your document with the redlined text in reverse video. The dashed line appears only when you print the document.

You can also redline text as you type by enabling redlining at the Editor Attributes form. Any text you delete is redlined. Any text you add is highlighted in one of four ways: underlining, double underlining, capitalizing, or bolding.

To enable redlining:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears.
- 2 Enter EA .
The Editor Attributes form appears.
- 3 Move the cursor to the Redline enabled setting, and enter Y .
- 4 Move the cursor to the Redline characteristic setting, and enter one of the following:
 - UNDERLINE
 - UPPERCASE
 - BOLD
 - DOUBLE UNDERLINE
- 5 Press EXIT to return to your document.

You can now redline existing text by deleting it with the following keys:

- DEL CHAR
- DEL WORD
- RUB CHAR
- RUB WORD
- GOLD RUB LINE
- GOLD RUB SENT

Any text you type is highlighted in the manner you selected at the Redline characteristic setting. Any text you insert (with GOLD GET DOCMT, GOLD LIBRY, GOLD ABBRV, and so on) is also highlighted in this manner. This helps you keep track of the text you have redlined and added in a particular editing session.

NOTE: *Once you enable redlining, you are placed in insert mode. You cannot switch to overstrike mode until you disable redlining.*

When you file or quit your document, the Redline enabled setting is stored with the document. When you edit the document again, the setting will be the same as you left it.

To remove redlining:

- 1 Move the cursor to the start of the text where you want to remove redlining.
- 2 Press SEL.
- 3 Move the cursor to the end of the redlined text.
- 4 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 5 Press DOWN ARROW until the word Remove appears below Redline.
- 6 Press RETURN.

WPS-PLUS returns you to your document. The selected text no longer appears in reverse video.

To remove redlined text from part or all of a document:

- 1 Move the cursor to the start of the redlined text you want to remove.
- 2 Press SEL.
- 3 Move the cursor to the end of the redlined text you want to remove.
You can select the entire document, if you prefer.
- 4 Press CTRL/N.

WPS-PLUS removes all redlined text in the selected area. Text that is not redlined remains in the document.

Double Underlining Text

With double underlining, you can underline text with two lines instead of one.

To insert a double underline in existing text:

- 1 Move the cursor to the start of the text to be double underlined.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be double underlined.
- 4 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 5 Press D.
Double_underline is highlighted.

- 6 Press DOWN ARROW.
The word Apply appears below Double_underline.

- 7 Press RETURN.
WPS-PLUS returns you to your document with the selected text double underlined, visible only in view mode.

When you print your document after inserting double underlines, the lines appear either continuous or broken, depending on your printer.

To remove double underlining:

- 1 Move the cursor to the start of the text where you want to remove double underlining.
- 2 Press SEL.
- 3 Move the cursor to the end of the double-underlined text.
- 4 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 5 Press D.
- 6 Press DOWN ARROW until the word Remove appears below Double_underline.
- 7 Press RETURN.

WPS-PLUS returns you to your document. Use view mode to check that double underlines have been removed.

When you print a document containing double underlining, you may want to add extra space between lines. For information on spacing between lines, see the chapter in this documentation set on printing.

NOTE: Double underlines do not print on DECpage documents.

Inserting Change Bars

Use change bars (!) to identify text for revision or review. The change bars appear in the first character position to the left on each printed line.

Here is an example of change-barred text:

```
| When in the course of human events it becomes necessary for one
| people to dissolve the political bands which have connected them
| with another, and to assume among the powers of the earth, the
| separate and equal station to which the Laws of Nature and of
| Nature's God entitle them . . .
```

You should add change bars **after** you have finished editing a document. Otherwise, lines you edit may not be marked correctly.

NOTE: In your document, you must set a left margin of at least 2 where you want to insert change bars. Otherwise the change bars overstrike the first character in each line.

To insert change bars in existing text:

- 1 Move the cursor to the start of the text where you want to insert change bars.
- 2 Press SEL.
- 3 Move the cursor to the end of the text where you want to insert change bars.
- 4 Press GOLD LINE.
The Highlighting menu appears on your screen.
- 5 Press C.
Change_bars is highlighted.

- 6 Press DOWN ARROW.

The word Apply appears below Change_bars.

- 7 Press RETURN.

WPS-PLUS returns you to your document with column one of each change-barred line in reverse video. The reverse video indicates where the change bars will appear when you print the document.

When you print multicolumn text, you can insert change bars in columns other than the first column. You must leave at least one space to the left of each column where you want change bars to appear.

To remove change bars:

- 1 Move the cursor to the start of the text where you want to remove change bars.
- 2 Press SEL.
- 3 Move the cursor to the end of the change-barred text.
- 4 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 5 Press C.
- 6 Press DOWN ARROW until the word Remove appears below Change_bars.
- 7 Press RETURN.

WPS-PLUS returns you to your document. Column one of each line no longer appears in reverse video.

NOTE: Change bars do not print on DECpage documents.

Combining Highlighting Features

You can add or remove several highlighting features at one time by using the Highlighting menu.

For example, to bold, capitalize, and add change bars to part of your document:

- 1 Move the cursor to the start of the text to be highlighted.
- 2 Press SEL.
- 3 Move the cursor to the end of the text to be highlighted.
- 4 Press GOLD LINE.
The Highlighting menu appears on your screen.
- 5 Press C.
Change_bars is highlighted.
- 6 Press DOWN ARROW.
The word Apply appears below Change_bars.
- 7 Press B.
Bold is highlighted.
- 8 Press DOWN ARROW.
The word Apply appears below Bold.
- 9 Press S.
Shift_case is highlighted.
- 10 Press DOWN ARROW.
The word Upper appears below Shift_case.
- 11 Press RETURN.
WPS-PLUS returns you to your document with the selected text capitalized, bolded, and change-barred.

Restrictions

- You can edit or store a document containing redlined, double-underlined, or change-barred text on WPS-PLUS/Rainbow V1.0. However, do not edit the highlighted characters or you will

lose the highlighting feature. Also, use the transfer method described in the Document Transfer chapter in this documentation set. Otherwise you will lose the highlighted text.

- You can store a document containing redlined, double-underlined, or change-barred text on DECmate/WPS. However, do not edit the document, since the highlighted text may be altered.
- If you transfer a document to the DX Index, then back to WPS-PLUS, the Redline enabled and Redline characteristic settings on the Editor Attributes form are reset to their default values.

6

Searching a Document

This chapter explains how to use:

- Search
- Go-to functions
- Search-and-replace
- Search-and-delete
- Global search-and-replace

Search

The search function searches a document for a search phrase — a character, word, phrase, or other marker you identify. You can continue searching for the next occurrence of the same phrase, or return to other editing tasks.

When you begin a search, you can start from the current cursor position and search forward or backward, or you can move to the top or bottom of the document to search the entire document.

To start a search:

- 1 Press FIND.

A prompt appears at the bottom of the screen.

- 2 Type the phrase you are searching for.

See the section in this chapter on The Search Phrase.

If you press RETURN, ADVANCE, or BACK UP without typing a search phrase, you return to your document.

- 3 Press RETURN or ADVANCE to begin a forward search. (In view mode, press ENTER or ADVANCE.)

OR

Press BACK UP to begin a backward search.

A search begins at the cursor position. When WPS-PLUS locates the phrase, the cursor stops at the first character of the phrase.

WPS-PLUS stops searching and gives you a message if the cursor reaches the top or bottom of a document without locating the search phrase.

The Search Phrase

A search phrase can include any character that appears in your document. It can also include view mode symbols, like a carriage return or tab. A search phrase can be up to 80 or 132 characters, depending on the width of your screen display.

If you type lowercase letters in the search phrase, WPS-PLUS searches for those letters in lowercase or uppercase. If you type uppercase letters, WPS-PLUS searches for those letters only in uppercase.

Although you do not usually have to search for view mode symbols, you can include the following symbols in the search phrase if you are in view mode:

- RETURN
- TAB
- Centering mark (GOLD CENTER)

- Paragraph indent (GOLD PARA MARKER)
- Superscript (GOLD SUPER SCRIPT)
- Subscript (GOLD SUB SCRIPT)
- Breaking hyphen (GOLD PRINT HYPH)
- Invisible hyphen (GOLD PRINT HYPH with SHIFT key held down)
- Nonbreaking space (GOLD NONBREAKING SPACE)

NOTE: *If you search for an invisible hyphen, you must search for the word that contains the invisible hyphen. If you search for a subscript or superscript, you must search for the subscripted or superscripted character(s).*

When you press these keys, the appropriate view mode symbol appears. (For a complete list of view mode symbols, see the chapter in this guide on view mode.) For example, suppose you want to find the following sentence in your document:

Please take this report
to the appropriate supervisor.

To search for this phrase:

- 1 Move the cursor to the top of your document.
- 2 Press GOLD VIEW.
- 3 Press FIND.
- 4 Type *Please take this report*
- 5 Press RETURN.

The view mode symbol for a carriage return (↵) appears at the cursor. (For more information about view mode, see the chapter in this guide on view mode.)

- 6 Type *to the appropriate supervisor.*
- 7 Press ENTER.

WPS-PLUS searches the document for the text, including the RETURN symbol.

To search for underlined, bolded, or capitalized characters:

- 1 Press FIND.
- 2 Type the word or phrase you are looking for.
- 3 Press LEFT ARROW to move the cursor to the first character you want to highlight.
- 4 Press the appropriate highlighting key (UNDER LINE, BOLD, UPPER CASE) to highlight characters or words as necessary.
- 5 Press ADVANCE or BACK UP.
WPS-PLUS searches the document for the highlighted characters you indicated.

To search for redlined, change-barred, or double-underlined characters:

- 1 Press FIND.
- 2 Type the word or phrase you are looking for.
- 3 Press LEFT ARROW to move the cursor to the first character you want to highlight.
- 4 Press GOLD LINE.
The Highlighting menu appears on your screen.
- 5 Press R to highlight Redline, C to highlight Change_bars, or D to highlight Double_underline.
- 6 Press DOWN ARROW to apply the highlighting feature.
- 7 Press RETURN.
The character is highlighted in the way you indicated.
- 8 Continue to press GOLD LINE, then RETURN, for each character in the search string you want to highlight.

OR

Repeat steps 4 through 7 to change the highlighting features, then continue to press GOLD LINE and RETURN for each character in the search string you want to highlight.

9 Press ADVANCE or BACK UP.

WPS-PLUS searches the document for the highlighted characters you indicated.

To search for a footnote marker (F) in a document:

- 1 Press FIND.**
- 2 If you are searching for a particular footnote, type the word and any punctuation that precedes the footnote marker.**
- 3 Press GOLD FOOTNOTE.**
- 4 Press ADVANCE or BACK UP.**

The cursor moves to the next or previous footnote marker.

Go-to-Page

The go-to-page function searches paginated documents for a specific page.

If you have not paginated the document, go to the top of the document and paginate using Automatic GOLD PAGE or GOLD PAGE. Go-to-page cannot work without page-end marks (NEW PAGE marks or PAGE MARKERs). For more information on paginating documents, see the chapter in this guide on paginating a document.

To search for a specific page in a document:

- 1 Press FIND.**
- 2 Press PAGE in response to the prompt.**
- 3 Enter the page number you want to go to.**

WPS-PLUS positions the cursor at the page-end mark at the top of that page.

To locate a page relative to the page the cursor is on:

- 1 Press FIND.**
- 2 Press PAGE in response to the prompt.**

- 3 Enter a positive or negative sign and the number of pages you want to skip.

For example, enter +10 to advance 10 pages or -2 to back up 2 pages in your document.

WPS-PLUS counts the appropriate number of page-end marks, and positions the cursor at the page-end mark at the top of that page.

NOTE: *RESET commands in control blocks can change the numbering of the printed pages. Therefore, page numbers used by the go-to-page function may not correspond to the page numbers in the printed document.*

Go-to-TDE Diagram

To search for the start of a Two-Dimensional Editor diagram:

- 1 Press FIND.
- 2 Press GOLD CHANGE EDITOR.
- 3 Press ADVANCE or BACK UP.

You can search for characters in the TDE. However, you must enter the Two-Dimensional Editor to modify text in the TDE. For more information on the TDE, see the chapter in this guide on the Two-Dimensional Editor.

Go-to-Control Block

To search for the start of a control block:

- 1 Press FIND.
- 2 Press GOLD CMND.
- 3 Press ADVANCE or BACK UP.

Go-to-Highlight

You can search for the start and end of highlighting features (redlining, change bars, double underlining, bolding, underlining, and capitalizing), regardless of the characters.

You can also search for characters or words highlighted in a particular way. See the section in this chapter on The Search Phrase.

To search for the start of highlighted text:

- 1 Press FIND.

- 2 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 3 Press the first letter of one of the menu options.

- 4 Press DOWN ARROW to apply the highlighting feature.

Repeat steps 3 and 4 if you want to search for the start of text that is highlighted in more than one way.

- 5 Press RETURN.

- 6 Press ADVANCE or BACK UP.

WPS-PLUS searches the document for the first instance of that highlighting feature or features.

To search for the end of highlighted text:

- 1 Press FIND.

- 2 Press GOLD LINE.

The Highlighting menu appears on your screen.

- 3 Press the first letter of one of the menu options.

- 4 Press DOWN ARROW twice to remove the highlighting feature.

Repeat steps 3 and 4 if you want to search for the end of text that is highlighted in more than one way.

- 5 Press RETURN.

- 6 Press ADVANCE or BACK UP.

WPS-PLUS searches the document for the first character that is *not* highlighted in the way(s) you indicated.

For example, suppose you want to search for and cut a large section of redlined text. You would do the following:

- 1 Follow the steps to search for the start of redlined text.
- 2 Press SEL.
- 3 Follow the steps to search for the end of redlined text.
- 4 Press CUT.

You could also replace the redlined text you have cut with a place marker (< >) by using search-and-replace. See the section in this chapter on Search-and-Replace.

Go-to-Ruler

For information on go-to-ruler, see the chapter in this guide on rulers.

Continuing a Search

To continue a search:

Press GOLD CONT SRCH.

The search continues in the same direction for the next occurrence of the search phrase.

You can use GOLD CONT SRCH for search phrases only, not for go-to functions (go-to-page, go-to-ruler, and so on).

Stopping a Search

To cancel a search in progress:

Press INTERRUPT.

To continue a search after pressing INTERRUPT:

Press GOLD CONT SRCH.

Search-and-Replace

The search-and-replace feature searches for a word or phrase and replaces it with the contents of the WPS-PLUS paste area.

To search for and replace a phrase:

- 1 Press SEL.
- 2 Type the replacement phrase.
- 3 Press CUT.

The replacement phrase is moved to the WPS-PLUS paste area.

- 4 Press FIND.
- 5 Type the search phrase at the prompt. Do not press RETURN.
See the section in this chapter on The Search Phrase.

- 6 Press GOLD CONT SRCH & SEL.

The cursor advances through the text to the first occurrence of the search phrase. WPS-PLUS then selects the search phrase.

- 7 Press GOLD REPLC to replace the selected phrase with the contents of the WPS-PLUS paste area.

OR

If you decide not to replace the selected phrase, press GOLD CONT SRCH & SEL to remove the select mark and continue the search.

- 8 Continue to press GOLD CONT SRCH & SEL to search for and replace occurrences of a phrase.

Search-and-replace always works in a forward direction. To search the entire document, press GOLD TOP DOCMT before you start the search. The search begins at the cursor position and ends at the bottom of the document.

Search-and-Delete

To search for and delete a phrase:

- 1 Press SEL, then CUT, to clear the WPS-PLUS paste area.

- 2 Press FIND and type in the search phrase.
- 3 Press GOLD CONT SRCH & SEL to locate the phrase in your text.
- 4 Press GOLD REPLC.

Because the paste area is empty, the search phrase is deleted.

NOTE: Spaces before and after the deleted text remain unless you include any spaces you want to delete in the search phrase.

Global Search-and-Replace

The global search-and-replace feature replaces all occurrences of a word or phrase with a replacement phrase you specify.

WPS-PLUS can do a global search only in the forward direction. To search the entire document, press GOLD TOP DOCMT before you start the search. The global search begins at the cursor position and ends at the bottom of the document.

To start a global search-and-replace:

- 1 Move the cursor to where you want the search to begin.
- 2 Press GOLD GLOBAL REPLC.

OR

Press MAIN SCREEN and enter GS.

- 3 Type the search phrase in response to the prompt.
- 4 Press RETURN.

A prompt appears.

You can then:

Type the replacement phrase and press RETURN (press ENTER in view mode).

WPS-PLUS searches the document and replaces all occurrences of the search phrase with the replacement phrase.

OR

Press RETURN (press ENTER in view mode) to delete all occurrences of the search phrase.

If you are deleting all occurrences of a search phrase, remember to include in the search phrase any extra spaces you want deleted.

OR

Press PASTE.

WPS-PLUS replaces all occurrences of the search phrase with the current contents of the WPS-PLUS paste area, including any highlighted text and control commands. Use PASTE only if necessary, since global search-and-replace works faster if you type the replacement phrase.

OR

Press EXIT to return to your document.

As WPS-PLUS searches forward from the cursor to the end of the document, a message tells you that it is replacing all occurrences of the search phrase.

To stop a global search-and-replace:

Press INTERRUPT.

Any replacements already made by global search-and-replace remain in the document.

Hyphenating Words

This chapter explains how to use:

- The three types of hyphens: nonbreaking, breaking, and invisible
- Nonbreaking spaces
- Hyphen push
- Hyphen pull
- The hyphenation zone

Nonbreaking Hyphen

If your document has a hyphenated word that you do not want WPS-PLUS to divide at the right margin, type the word with a nonbreaking hyphen. When this word crosses the right margin, WPS-PLUS wraps the entire word to a new line.

Nonbreaking hyphens are typically used in telephone numbers or proper names, such as Daniel Ford-Jones.

To insert a nonbreaking hyphen at the cursor:

Press the hyphen (-) key.

Breaking Hyphen

If your document has a hyphenated word that can be divided at the right margin, type the word with a breaking hyphen. For instance, if the word *two-thirds* crosses the right margin and the hyphen is a breaking hyphen, WPS-PLUS leaves *two-* on the first line and moves *thirds* to the next line.

To insert a breaking hyphen at the cursor:

Press GOLD PRINT HYPH.

You can see a breaking hyphen on your screen, and also in view mode. For more information, see the chapter in this guide on view mode.

Invisible Hyphen

An invisible hyphen, like a breaking hyphen, divides a word at the end of a line, but until the word is divided, the hyphen is not visible on the screen. Use invisible hyphens to prevent long words from wrapping and leaving gaps in your text when the document prints.

For example, suppose the word *internationalization* appears in your text. You can put an invisible hyphen between *r* and *n*, and between *l* and *i*. If the word crosses the right margin, WPS-PLUS divides and hyphenates the word at one of those two locations.

To insert an invisible hyphen while you are typing:

- 1 Type the characters before the hyphen.
- 2 Hold down SHIFT and press GOLD PRINT HYPH.

The hyphen does not appear on the screen, and the cursor does not move.

- 3 Type the rest of the word, repeating step 2 if necessary.

To insert an invisible hyphen into an existing word:

- 1 Place the cursor on the character that will follow the hyphen.
- 2 Hold down SHIFT and press GOLD PRINT HYPH.

The hyphen does not appear on the screen, and the cursor does not move.

You can see an invisible hyphen in view mode. For more information, see the chapter in this guide on view mode.

Nonbreaking Spaces

Use nonbreaking spaces to join words that should never be on separate lines, such as *Van Gogh* or *12 June 87* or *du Prie*. If you were to use an ordinary space with these phrases, WPS-PLUS might leave *Van* at the end of one line and start the next line with *Gogh*.

To insert a nonbreaking space at the cursor:

Press GOLD NONBREAKING SPACE.

You can see a nonbreaking space in view mode. For more information, see the chapter in this guide on view mode.

Hyphen Push

If a long word does not contain an invisible or a breaking hyphen and the word runs past the right margin, WPS-PLUS wraps the entire word to the start of the next line. The cursor is now on the new line, but there is probably a large gap at the end of the previous line. You can push characters back to the previous line to make the line ending more uniform.

To push characters back to the previous line:

- 1 Place the cursor anywhere on the line that starts with the long word.
- 2 Press HYPH PUSH.

WPS-PLUS pushes the first character of the word up to the previous line. A hyphen appears after the pushed character.

- 3 Continue to press **HYPH PUSH** for each character you want to push up to the previous line.

WPS-PLUS moves each character up to the previous line, before the hyphen.

If you push too many characters to the previous line, you can reverse the process by using **hyphen pull**. See the section in this chapter on **Hyphen Pull**.

If a word contains an invisible hyphen, **HYPH PUSH** moves all the letters before the hyphen to the previous line, if they fit. If they do not fit in the margin, or if you push too many letters up to the previous line, **WPS-PLUS** moves the entire word back to the line it was on.

Hyphen Pull

To reverse the **HYPH PUSH** process:

- 1 Place the cursor anywhere on the line that contains the second part of the divided word.
- 2 Press **GOLD HYPH PULL** once for each character.

GOLD HYPH PULL pulls a character down from the previous line to the line the cursor is on. If you pull too many characters down, press **HYPH PUSH** to push characters back to the previous line.

Hyphenation Zone

The letter **H** in a ruler sets up a hyphenation zone. The hyphenation zone is the area between the **H** and the right-margin (**R** or **J**) setting. Typically, you put the **H** in the ruler a few spaces before the right margin.

Whenever **WPS-PLUS** wraps a word to the next line and leaves the hyphenation zone blank, the beeper sounds. When you hear the beeper, you can decide if you want the wrapped word to be hyphenated instead. Use **HYPH PUSH** as many times as needed to push characters to the previous line.

For information about the hyphenation zone in a ruler, see the chapter in this guide on rulers.

Abbreviation Documents and Library Documents

This chapter explains how to create and use two types of stored text:

- Abbreviation documents
- Library documents

Abbreviation and library documents contain text you have stored for insertion in documents. An abbreviation document contains short phrases (such as a company name) stored under two-character abbreviations. A library document contains larger amounts of text (such as a letter) stored under short names.

Creating an Abbreviation Document

To create an abbreviation document:

- 1 Create a document.
- 2 Type two left angle brackets (< <).

- 3 Type a two-character abbreviation, preferably in lowercase.

You must use a two-character abbreviation. WPS-PLUS does not recognize one- or three-character abbreviations.

- 4 Type two right angle brackets (> >).

- 5 Type the stored phrase.

- 6 Type another abbreviation, or press EXIT to file the document.

The stored phrase consists of all characters after the right angle brackets (> >) up to the next pair of left angle brackets (< <). The stored phrase can include subscripts, superscripts, highlighted characters, tab marks, invisible hyphens, and rulers.

You can type left angle brackets immediately after the stored text to continue a list of abbreviations. For example:

```
<<dc>>Digital Equipment Corporation <<op>>ophthalmology
```

Or you can press RETURN after each entry to make the abbreviation document easier to read. For example:

```
<<dc>>Digital Equipment Corporation  
<<op>>ophthalmology
```

Any spaces or RETURNS that you include after the stored phrase and before the next pair of left angle brackets become part of the stored phrase that WPS-PLUS inserts into your document. For example, you could type the following as an inside address for a letter:

```
<<gs>>Granite State Corporation  
Suite 33  
Limestone Building  
Concord, NH 03301
```

You can edit an abbreviation document at any time.

Using an Abbreviation Document

To use text from an abbreviation document, you must first specify the abbreviation document at the Editor menu. You can then insert text from the abbreviation document into a document you are editing.

To specify the abbreviation document:

- 1 Press MAIN SCREEN.
The Editor menu appears.
- 2 Enter AD.
The Selecting New Abbreviation Document form appears.
- 3 Type information to identify the abbreviation document, and press RETURN.
You return to the Editor menu. Information about the document you selected is displayed in the Abbreviation Document Block.
- 4 Press EXIT to return to your document.

Once you specify an abbreviation document, it remains specified in the Abbreviation Document Block at the Editor menu. You do not need to use the AD option again unless you specify a different abbreviation document.

To insert text from the abbreviation document:

- 1 Move the cursor to where you want to insert the abbreviation text.
- 2 Press GOLD ABBRV.
- 3 Enter the two-character abbreviation for the phrase. For example:

```
ABBRV element:  
dc
```

The stored text is inserted in your document.

If no entry in the abbreviation document matches the abbreviation, WPS-PLUS displays a message to let you know. Check the Editor menu to be sure you have specified the correct abbreviation document. Also make sure you have typed the correct abbreviation at the prompt.

Creating a Library Document

To create a library document:

- 1 Create a document.
- 2 Type two left angle brackets (< <).
- 3 Type a short, descriptive name for the stored text, preferably in lowercase.
- 4 Type two right angle brackets (> >).
- 5 Embed a ruler on the line below the short name if the text you are storing requires special formatting.
- 6 Type the stored text.
- 7 Repeat steps 2 through 6 to create another library entry.

OR

Press EXIT to file the document.

Here is a sample library document:

<<MEMO>>

* d i g i t a l *

I N T E R O F F I C E M E M O R A N D U M

TO:

DATE:

FROM: Elwood P. Dowd

DEPT: Customer Relations

EXT: 432-6701

LOC: Room 310

SUBJECT:

Thank you for your recent inquiry. . . .

Text in a library document can include subscripts, superscripts, highlighted characters, tab marks, invisible hyphens, and rulers. Any spaces or RETURNS included after the library name and before the next pair of left angle brackets become part of the text that is inserted into your document.

You can edit a library document at any time.

Using a Library Document

To use text from a library document, you must first specify the library document at the Editor menu. Then you can insert text from the library document into a document you are editing.

To specify the library document:

- 1 Press MAIN SCREEN.
The Editor menu appears.
- 2 Enter LD.
The Selecting New Library Document form appears.
- 3 Type information to identify the library document, and press RETURN.
You return to the Editor menu. Information about the document you selected is displayed in the Library Document Block.
- 4 Press EXIT to return to your document.

Once you specify a library document, it remains specified in the Library Document Block at the Editor menu. You do not need to use the LD option again unless you specify a different library document.

To insert text from the library document:

- 1 Move the cursor to where you want to insert the library text.
- 2 Press GOLD LIBRY.
- 3 Enter the short name of the stored text. For example:

```
LIBRY element:  
MEMO
```

The stored text is inserted in your document.

If no entry in the library document matches the short name, WPS-PLUS displays a message to let you know.

Restrictions and Additional Information

You can store Two-Dimensional Editor diagrams in your abbreviation and library documents. Be sure the abbreviation or short phrase (in brackets) is not inside the diagram. If it is, WPS-PLUS does not recognize the symbol and tells you that the diagram was not found.

WPS-PLUS treats the GOLD LIBRY and GOLD ABBRV functions differently when you use them in the TDE. For more information about using the TDE, see the chapter in this guide on the Two-Dimensional Editor.

Stored text cannot include double left angle brackets (< <). Double left angle brackets tell WPS-PLUS to expect another entry.

Multinational and Composite Characters

This chapter explains how to create:

- Multinational characters
- Composite characters

Multinational and composite characters are made by combining two or more separate characters into one.

A multinational character is a special combined character that is in the DEC Multinational Character Set. For a complete list, see the appendix in this guide on multinational characters.

A composite character is a combined character you create yourself.

Hardware Requirements

Before you create a multinational or composite character, be sure your printer can print the character. See the chapter in this documentation set on printing, and check the documentation for your printer.

Not all terminals can display multinational characters. If you do not have the required terminal, multinational characters do not appear on your screen. Instead your terminal displays:

- A special symbol
- OR
- A fallback representation of the character

For example, WPS-PLUS displays an *a* instead of an *â*. In either case, you can print the character if your printer is capable of printing it.

See the Software Product Description for more information.

Multinational Characters

To create a DEC Multinational Character:

- 1 Press COMPOSE.
- 2 Type the two characters that make up the multinational character. See Appendix A in this guide for a list of multinational characters.

The two characters combine and the multinational character is displayed on your screen if your terminal can display it. See the section in this chapter on Hardware Requirements.

WPS-PLUS treats a multinational character as a single character. You can highlight, erase, superscript, and subscript the character.

You cannot separate a multinational character into its component parts. Only composite characters can be separated. See the section in this chapter on Composite Characters.

For a list of DEC multinational characters and the characters that compose them, see Appendix A.

Composite Characters

To create a composite character:

- 1 Type the characters that make up the composite character.

- 2 Press BACK UP to move the cursor to the second character.
- 3 Press GOLD DEAD KEY.

If you are combining more than two characters, press GOLD DEAD KEY once for each character you want to combine.

The characters combine, but the composite character does not display on your screen. However, you can print the composite character on a properly equipped printer.

Table 9-1 shows a few of the composite characters you can create and print.

Table 9-1 Sample Composite Characters

Combine Characters	To Produce	Description
< and	⩵	not-less-than symbol
= and /	≠	not-equal-to symbol
> and _	⩵	greater-than-or-equal-to symbol

WPS-PLUS treats a composite character as a single character. You can highlight, erase, superscript, and subscript the character. You cannot erase a component of a composite character or move the cursor inside a composite character without first separating the composite character into its components.

To separate a composite character into its components:

- 1 Move the cursor to the composite character.
- 2 Press GOLD DEAD KEY.

Separating Combined Characters

If you combine two characters that are highlighted differently, they will be highlighted the same if you separate them. For example, if you combine an underlined character with a bolded character and then separate them, both characters will be underlined and bolded.

If you combine a subscripted character with a superscripted character, WPS-PLUS forms a subscripted composite character. When you separate the composite character, both characters will be subscripted.

10

Subscripts, Superscripts, and Complex Expressions

This chapter explains how to create:

- Subscripts
- Superscripts
- Complex expressions

Subscripts and Superscripts

A superscript is a character that prints one-half line above line level (for example, $E = MC^2$).

A subscript is a character that prints one-half line below line level (for example, H_2O).

If you are using a printer that allows half-line spacing, subscripts and superscripts are printed half a line below or above line level, as appropriate. On your screen, subscripts and superscripts appear on the

same level as the rest of the line. They are visible only in view mode. For more information on view mode, see the chapter in this guide on view mode.

To subscript or superscript a single character:

- 1 Place the cursor at the character you are subscripting or superscripting.
- 2 Press GOLD SUB SCRIPT or GOLD SUPER SCRIPT.

To subscript or superscript several characters:

- 1 Place the cursor at the first character.
- 2 Press GOLD SUB SCRIPT or GOLD SUPER SCRIPT once for each character.

OR

- 1 Place the cursor at the first character.
- 2 Press SEL.
- 3 Move the cursor past the last character.
- 4 Press GOLD SUB SCRIPT or GOLD SUPER SCRIPT.

To cancel superscripting:

Subscript the character(s).

To cancel subscripting:

Superscript the character(s).

NOTE: *Wherever you use GOLD SUB SCRIPT or GOLD SUPER SCRIPT, you should use a ruler with line-and-a-half or double spacing (N or D in the ruler). Otherwise, the subscripts and superscripts crowd into adjacent lines in the printed document. For more information on ruler settings for left margins, see the chapter in this guide on rulers.*

Complex Expressions

Complex expressions contain many subscripts and superscripts, or several levels of subscripts or superscripts. For example:

$$q(a_1m + 2ma_2b + a_2m^2q + \dots + a_nm^nq^{n-1})$$

To type an expression that has subscripts and superscripts, or several levels of subscripts or superscripts:

- 1 Press GOLD RULER and embed an F left-margin setting in your ruler.
F in the ruler tells WPS-PLUS to use half-line spacing when the document is printed. For more information about ruler settings, see the chapter in this guide on rulers.
- 2 Type any characters before the subscripted or superscripted character.
- 3 Press RETURN to move the cursor to the next line for subscripting.
OR
Move the cursor to the end of the previous line and press RETURN for superscripting.
- 4 Press the space bar until the cursor is positioned where you want the subscript or superscript in your printed text.
- 5 Type the subscript or superscript character one line below or above the space where you want it printed.
Do not press GOLD SUB SCRIPT or GOLD SUPER SCRIPT. The F margin setting provides the half-line spacing.
- 6 Repeat steps 2 through 5 until you finish typing the complex expression.
- 7 Reset the left-margin setting, if necessary.

WPS-PLUS prints the subscript or superscript where it appears on your screen, as long as the ruler above the character has an F left-margin setting and your printer allows half-line spacing.

This chapter explains how to:

- Place the WPS-PLUS Editor in view mode
- Use view mode to check that format markers are correctly placed in a document

Normally when you use the WPS-PLUS Editor, you cannot see all the instructions that format the printed text. For example, centering marks, subscripts, and superscripts are not displayed on your screen. View mode shows you these formatting symbols.

View Mode

You can enter view mode at any time while you are editing a document.

To enter view mode:

Press GOLD VIEW.

To exit from view mode:

Press GOLD VIEW again.

You can continue editing while in view mode, but the text is double spaced, so you see only twelve lines at any time.

You can search for carriage returns, tabs, and other symbols in view mode. See the chapter in this guide on searching a document.

NOTE: *Many editing operations, such as GOLD TOP DOCMT, GOLD BOT DOCMT, CUT, and PASTE, take you out of view mode.*

View Mode Symbols

Tables 11-1 and 11-2 show the special symbols used in view mode.

Table 11-1 View Mode Symbols

Symbol	Stands For	Meaning
␣	RETURN	You pressed the RETURN key. The RETURN symbol also marks the end of a document.
␣	Word wrap	WPS-PLUS wrapped text from this point to the next line.
␣	Tab mark	You pressed the TAB key.
....	Soft spacing	WPS-PLUS inserted soft spacing to indent a left margin, to move tabbed text to a tab stop, or to center a line.
+	Paragraph indent	You pressed GOLD PARA MARKER.
+	Centering mark	You pressed GOLD CENTER.
q	Superscript	You pressed GOLD SUPER SCRIPT.
a	Subscript	You pressed GOLD SUB SCRIPT.
=	Double underline	You highlighted text with double underlining.
^	Nonbreaking space	You pressed GOLD NONBREAKING SPACE.

Spaces created by pressing the space bar are not indicated by a special symbol in view mode. For example, the third line in the following display uses spacing instead of tabbing:

```
-----L-----T-----R
      ^r....Senate Approval ^r
      ^r....House Approval ^r
               Committee Recommendation ^r
```

Hyphens in View Mode

You can use view mode to check hyphenation in your document. Table 11-2 shows the three types of hyphens displayed in view mode.

Table 11-2 Hyphens in View Mode

Display	Stands For	Meaning
Hyphen as in 555-1212	Nonbreaking hyphen	You pressed the hyphen (-) key.
Hyphen and Slash as in two-thirds /	Breaking hyphen	You pressed GOLD PRINT HYPH. The hyphen is visible after the o.
Slash as in compound /	Invisible hyphen (Between m and p in the example.)	You pressed GOLD PRINT HYPH with the SHIFT key held down.

This chapter describes how to insert control blocks in a document. Control blocks allow you to:

- Print headers and footers
- Print page and section numbers
- Reset the page and section count
- Print the current date in a header or footer
- Change print settings
- Print and paginate multicolumn text

Creating Control Blocks

To insert a control block:

- 1 Press **GOLD CMND** to insert a **START CONTROL** marker.

Control block markers distinguish control block text from other text.

- 2 Type a control block command.
See Table 12-1 for a list of control block commands.
- 3 Press RETURN.
- 4 Type any text that should follow the command.
- 5 Press RETURN.
- 6 Press GOLD CMND again to insert an END CONTROL marker.

Here is a typical control block:

```
----- START CONTROL -----  
TOP  
June Salary Report  
----- END CONTROL -----
```

To remove a START CONTROL or END CONTROL marker:

- 1 Place the cursor immediately after the control block marker.
- 2 Press RUB CHAR.
OR
- 2 Place the cursor at the control block marker.
- 3 Press DEL CHAR.

Control Block Commands

Table 12-1 gives a complete list of control block commands. You can type control block commands in uppercase or lowercase letters.

Table 12-1 Control Block Commands

Use	To
\a	Print page letters rather than page numbers in a header or footer. Often used in combination with the \n command.
\d	Print the current date in a header or footer.
\n	Print page numbers in a header or footer according to NEW PAGE marks in your document. WPS-PLUS ignores the Total lines per page setting on the WPS-PLUS Pagination Settings form, as well as PAGE MARKERS. Often used in combination with the \a command.
\p	Print a page number in a header or footer.
\s	Print a section number or add 1 to the current section number in a header or footer.
BOTTOM	Use the text within the control block as a footer at the bottom of every page.
COMMENT	Use the text in the control block as a comment. The text in the control block is not printed, but can be viewed and edited on the screen.
END_NO_BREAK	Indicate the end of a block of text that should not be broken by a page break.
FOOTNOTE	Specify the number for the next footnote in the document. If no number is specified, the number is reset to the Initial footnote number setting on the WPS-PLUS Footnote Settings form.
MULTI	Print text in multiple columns. The remaining text in the control block specifies the number of columns and, optionally, the column widths.
NO_BREAK	Indicate the start of a block of text that should not be broken by a page break.
PRINTER FONT	Load a different font in an LN03 printer, or any printer that uses multiple fonts. The fonts are defined in the attribute table of the Printer Table Utility. For more information, see the <i>Guide to Modifying Printer Tables</i> .

(Cont.)

Table 12-1 Control Block Commands (Cont.)

Use	To
PRINTER FOOTNOTE_FONT	Specify a different font for printing all subsequent footnotes or endnotes.
PRINTER FORMAT	Change the printer format within a document to portrait or landscape. Used only for laser printers.
PRINTER MODE	Change the printer mode within a document to draft or letter quality.
PRINTER SELECT	Change the automatic sheet feeder tray while printing a document. Possible values are front, rear, letterhead, envelope, alternate, and notray.
PRINTER TABLE	Initiate a control sequence as defined in the attribute table of the Printer Table Utility. For more information, see the <i>Guide to Modifying Printer Tables</i> .
RESET	Reset the count of page numbers to the number assigned by the RESET command. If you do not specify a new page number, WPS-PLUS sets the page number to the value of the Number on the first page print setting that normally assigns the first page number.
SECTION	Reset the count of section numbers to the number assigned by the SECTION command. If you do not specify a new section number, the SECTION command adds 1 to the current section number.
TOP	Use the text within the control block as a header at the top of every page.
WPSMATH	Perform math calculations on specified numbers. For more information, see the chapter in this guide on Editor Math.

Restrictions

If the first line in a control block is not a command, WPS-PLUS considers any text in the control block to be a comment. See Table 12-1 for information about comments in control blocks.

You must have one **END CONTROL** marker for each **START CONTROL** marker.

Headers and Footers

A header is text printed in the top margin of a page. Here is a sample header:

May Status Report

A footer is text printed in the bottom margin of a page. Here is a sample footer:

1-9

This footer identifies page nine in Chapter 1.

Headers and footers contain information such as the following:

- The title of the document or chapter
- The section or chapter number
- The page number
- The date
- The revision level

To insert headers in a document:

- 1 Move the cursor to the top of the first page where the header should appear.

In your document, this means you must place the cursor immediately after the page-end mark. For more information about **NEW PAGE** marks and **PAGE MARKERS**, see the chapter in this guide on paginating a document.

Do not leave a space between the page-end mark and the header control block. If you leave a space, the header in the control block will not appear on the correct page. It will appear on the following page. See the section in this chapter on Restrictions for Headers and Footers.

- 2 Press **GOLD CMND** to start a control block.

- 3 Type TOP.
- 4 Press RETURN.
- 5 Type the text for the header, spacing the text between the left and right margins as you want the text to appear.
- 6 Press RETURN two or more times to ensure space below the header.
- 7 Press GOLD CMND to end the control block.

To insert footers in a document:

- 1 Move the cursor to the first page where you want the footer to appear.

If you are also inserting a header in a document, place the footer control block immediately after the header. This ensures they will appear on the same page.
- 2 Press GOLD CMND to start a control block.
- 3 Type BOTTOM.
- 4 Press RETURN two or more times to ensure space above the footer.
- 5 Type the text for the footer, spacing the text between the left and right margins as you want the text to appear.
- 6 Press RETURN.
- 7 Press GOLD CMND to end the control block.

Rulers

WPS-PLUS prints the header or footer according to the ruler in effect where you typed the text for the header or footer.

A header or footer can contain a ruler. Like any ruler, a ruler in a control block changes the settings for text until the next ruler. For more information about rulers, see the chapter in this guide on rulers.

Restrictions for Headers and Footers

A new header or footer replaces the previous one.

Headers can have the same number of lines as the top margin, or fewer. Footers can have the same number of lines as the bottom margin, or fewer. If a header or footer has too many lines, WPS-PLUS omits lines from the bottom of the header or the top of the footer. For information about adjusting page size, see the chapter in this documentation set on printing.

During printing, if WPS-PLUS encounters the TOP control block command when the printer is at the top of a page, WPS-PLUS prints the header at the top of that page and all following pages. If the header command is included anywhere else on a page, WPS-PLUS prints the header when it reaches the top of the next page.

Headers and footers print differently if you are using DECpage. See the *DECpage User's Guide* for more information.

Page and Section Numbers

To print a page number in a header or footer:

Include the \p command in a TOP or BOTTOM control block.

For example:

```
----- START CONTROL -----  
TOP  
PAGE \p  
  
----- END CONTROL -----
```

This control block prints the word PAGE before the page number in the header. For example:

```
PAGE 9
```

The two blank lines following PAGE \p in the control block ensure two blank lines between the page number and the text below the page number.

NOTE: The character \ is a backslash. Do not use the slash, /.

To print page numbers in a header or footer according to NEW PAGE marks in your document:

Include the \n command in a TOP or BOTTOM control block.

For example:

```
----- START CONTROL -----  
TOP  
PAGE \n  
  
----- END CONTROL -----
```

WPS-PLUS prints a new page number for each NEW PAGE mark.
WPS-PLUS ignores PAGE MARKERS and the Total lines per page setting on the WPS-PLUS Pagination Settings form.

To print page letters rather than page numbers in a header or footer:

Include the \a command in a TOP or BOTTOM control block.

For example:

```
----- START CONTROL -----  
TOP  
PAGE \a  
  
----- END CONTROL -----
```

When you set Auto paginate at the WPS-PLUS Pagination Settings form to Y, WPS-PLUS prints a new page letter (for example, PAGE A) according to the Total lines per page setting and any NEW PAGE marks.

When you use the \a command, WPS-PLUS begins printing page letters on the second page of your document. A letter does not print on the first page. Therefore you may want to use \a with a \n command.

For example, suppose you have a document with NEW PAGE marks appearing after the first 70 lines, after the next 80 lines, and after the next 100 lines. Your Total lines per page setting is 36, with a Lines in the top margin setting of 3 and a Lines in the bottom margin setting of 3. (For

more information on print settings, see the chapter in this documentation set on printing.) The page numbers will print in the following way, depending on whether you use a `\p` or `\n\p` command:

<code>\p</code>	<code>\n\p</code>
1	1
2	1A
3	1B
4	2
5	2A
6	2B
7	3
8	3A
9	3B
10	3C

Page letters appear in the order A–Z. After page Z, all pages are numbered with an asterisk (*).

To print a section number in a header or footer:

Include the `\s` command in a TOP or BOTTOM control block.

For example:

```
----- START CONTROL -----  
TOP  
SECT. \s, PAGE \p  
  
----- END CONTROL -----
```

The following is a sample header printed by this control block:

SECT. 2, PAGE 4

To highlight the section or page number with bolding, underlining, centering, or some other feature, highlight the `s` or `p`. For more information on highlighting, see the chapter in this guide on highlighting.

You can combine the `\s` and `\p` commands with other text. For instance, you can type `3-\p`. WPS-PLUS then prints page numbers 3-1, 3-2, and so on.

Printing Chapter and Page Numbers

Suppose you want to print Chapter 1 with page numbers 1-1, 1-2, 1-3, and so on. Other chapters should be numbered the same way, Chapter 2 beginning with page 2-1, Chapter 3 with page 3-1, and so on.

To print page and chapter numbers when chapters are in separate documents:

On the first page of each chapter, type the chapter number followed by `\p` in the TOP or BOTTOM control block.

For example, `1-\p` for Chapter 1, `2-\p` for Chapter 2, and so on.

To print page and chapter numbers when chapters are in the same document:

- 1 On the first page of each chapter, before the TOP or BOTTOM control block, insert a control block with a RESET 1 command to set the page count back to 1.
- 2 Type the chapter number followed by `\p` in the TOP or BOTTOM control block (`1-\p` for Chapter 1, `2-\p` for Chapter 2, and so on).

NOTE: *Section and page numbers do not print on DECpage documents.*

Resetting the Page Count

Unless you use a RESET command, page numbering is controlled by the Number on the first page print setting. For information on print settings, see the chapter in this documentation set on printing.

To change the number of a page and all pages that follow until another RESET command:

- 1 Press GOLD CMND.
- 2 Type RESET.

- 3 Type a space.
- 4 Type the number to assign to the page.
- 5 Press RETURN.
- 6 Press GOLD CMND to end the control block.

To reset the page number to the value of the Number on the first page print setting:

- 1 Press GOLD CMND to start the control block.
- 2 Type RESET.
- 3 Press RETURN.
- 4 Press GOLD CMND to end the control block.

To reset page and section numbers at the same time, use the SECTION command before the RESET command.

Resetting the Section Count

Section numbers are not assigned automatically, as page numbers are.

To assign a section number or to add 1 to the current section number:

Include a SECTION command in a control block.

For example:

```
----- START CONTROL -----  
SECTION  
----- END   CONTROL -----
```

If this is the first SECTION command in a document, the section number 1 is assigned to the current text. If it is not the first SECTION command, the current section number is increased by 1.

To assign a specific section number:

Include the section number with the SECTION command.

For example:

```
----- START CONTROL -----  
SECTION 5  
----- END   CONTROL -----
```

This SECTION command assigns the section number 5 to the text that follows until the next SECTION command.

To reset page and section numbers at the same time, use the SECTION command before the RESET command.

Restrictions on Resetting the Page/Section Count

If you change the values for the Number on the first page setting and Last page printed settings to values other than 1 and 0, respectively, RESET control blocks can cause unexpected output. If a RESET control block decreases the current page number, extra pages might print.

For example, if you set the Number on the first page setting to 1 and the Last page printed setting to 3, and your document contains a RESET command after page 3, pages 1 through 3 at the beginning of the document print. However, the pages numbered 1 through 3 that follow the RESET command will also print. To avoid printing extra pages, put each chapter or section that contains a RESET command in a separate document.

Current Date

If \d appears in a header or footer, WPS-PLUS automatically prints the current date.

For example:

31-Oct-1988

To bold or underline the date:

Bold or underline the d.

You can type the \d in a header with other text. For example:

```
-----START CONTROL-----  
TOP  
DATE: \d  
-----END CONTROL-----
```

Printing Blocks of Text

If you want to print a block of text that is unbroken by a page break, use the NO_BREAK control block. For example, you might use this control block to ensure that a table is not divided between two pages.

To mark an unbroken block of text:

- 1 Press GOLD CMND to start the control block.
- 2 Type NO_BREAK.
- 3 Press RETURN.
- 4 Press GOLD CMND to end the control block.
- 5 Type the complete block of text that you want to be unbroken.
- 6 Press GOLD CMND to start the control block.
- 7 Type END_NO_BREAK.
- 8 Press RETURN.
- 9 Press GOLD CMND to end the control block.

For example:

```
----- START CONTROL -----  
NO_BREAK  
----- END CONTROL -----  
Here is the text that you want unbroken  
.  
.  
.  
----- START CONTROL -----  
END_NO_BREAK  
----- END CONTROL -----
```

When the document is printed, this block of text will be printed unbroken unless:

- The unbroken text contains a NEW PAGE mark. In this case the page is broken as usual, and the remaining text continues unbroken on the next page.
- The size of the unbroken text exceeds the maximum number of lines on the page. In this case the maximum number of lines are printed on the page, and the remaining lines are printed on the next page. To adjust the page size, change the Total lines per page setting on the WPS-PLUS Pagination Settings form.
- The unbroken text contains a MULTI control block, which signals the beginning of multicolumn text. At this point, the NO_BREAK control block ends.

If there is enough room on the page during printing, the unbroken text is printed on the same page as the surrounding document text and footnote text. If there is not enough room on the page, the unbroken text begins printing on the next page.

An unbroken block of text can contain footnotes. The footnote text is printed on the same page as the block of text, if there is enough room. If not, the footnotes are printed on the next page.

Multicolumn text can contain an unbroken block of text. Be sure to place the NO_BREAK control block *after* the MULTI control block.

Restrictions

- NO_BREAK control blocks are ignored within footnote text.
- Widow and orphan settings do not affect unbroken blocks of text, unless the size of the unbroken text exceeds the Total lines per page setting.

Changing Print Settings

Control blocks allow you to change certain print settings within a document. The control block commands override the current print settings as the document is printing. You can change print settings in the following ways:

- Printer mode — draft or letter quality
- Automatic sheet feeder (ASF) tray — front, rear, letterhead, envelope, alternate, notray
- Printer format — portrait or landscape (laser printers only)
- Printer Table Utility keywords
- Printer font keywords

Control block commands override but do not reset the original print settings. For example, if the Sheet feeder tray setting on the WPS-PLUS Pagination Settings form is set to FRONT when a document begins printing, and you use a control block to change the ASF tray to REAR, the Sheet feeder tray setting remains at FRONT after the document has printed.

NOTE: *If you insert a control block command for an unsupported printer, WPS-PLUS ignores the command.*

Printer Mode

You can change the printer mode on any printer that allows both draft and letter-quality printing.

To change the printer mode within a document:

- 1 Press GOLD CMND to start the control block.
- 2 Type PRINTER MODE.
- 3 Type one of the following on the same line:
 - DRAFT
 - LETTER
- 4 Press RETURN.

- 5 Press GOLD CMND to end the control block.

For example, the following control block changes the printer mode from draft to letter quality:

```
----- START CONTROL -----  
PRINTER MODE LETTER  
----- END   CONTROL -----
```

Printer Select

To change the automatic sheet feeder tray within a document:

- 1 Press GOLD CMND to start the control block.
- 2 Type PRINTER SELECT.
- 3 Type one of the following on the same line:
 - FRONT
 - REAR
 - LETTERHEAD
 - ENVELOPE
 - ALTERNATE
 - NOTRAY
- 4 Press RETURN.
- 5 Press GOLD CMND to end the control block.
- 6 Press GOLD NEW PAGE.

For example, the following control block, when followed by a NEW PAGE mark, changes the automatic sheet feeder to the rear tray:

```
----- START CONTROL -----  
PRINTER SELECT REAR  
----- END   CONTROL -----  
----- NEW PAGE -----
```

Printer Format

When you use a laser printer, you can change your printer format. In portrait format, characters print parallel to the short edge of the paper. In landscape format, characters print parallel to the long edge of the paper.

To change the printer format within a document:

- 1 Press GOLD CMND to start the control block.
- 2 Type PRINTER FORMAT.
- 3 Type one of the following on the same line:
 - PORTRAIT
 - LANDSCAPE
- 4 Press RETURN.
- 5 Press GOLD CMND to end the control block.

For example, the following control block changes the printer format from portrait to landscape format:

```
----- START CONTROL -----  
PRINTER FORMAT LANDSCAPE  
----- END CONTROL -----
```

Before you print a document in landscape format, change the following print settings at the WPS-PLUS Pagination Settings form:

- Vertical lines per inch: 8
- Characters per inch (pitch): 13 or 15

Printer Table

Use the Printer Table Utility when you want to modify the printer table for a printer attached to your terminal. Once you have modified the printer table so it recognizes a certain keyword you have defined, you can invoke that keyword from within a document. The keyword initiates a control sequence defined in the attribute table of the Printer Table Utility. For more information on the Printer Table Utility, see the *Guide to Modifying Printer Tables*.

To initiate a Printer Table Utility control sequence within a document:

- 1 Press GOLD CMND to start the control block.
- 2 Type PRINTER TABLE.
- 3 Type a Printer Table Utility keyword on the same line.
- 4 Press RETURN.
- 5 Press GOLD CMND to end the control block.

For example, this control block would cause the following text to print in italics:

```
----- START CONTROL -----  
PRINTER TABLE SET_ITALICS  
----- END CONTROL -----
```

In this example, you have previously defined the keyword SET_ITALICS in the attribute table as a control sequence that changes the font in a laser printer to italics. For more information on the Printer Table Utility, see the *Guide to Modifying Printer Tables*.

Printer Font

You can use a PRINTER FONT control block to change the printer font for all subsequent text in your document, including footnotes.

Use the Printer Table Utility to assign PRINTER FONT keywords for the printer attached to your terminal. The printer must be able to use multiple fonts. Once you have modified the printer table so it recognizes a certain keyword, you can invoke that keyword from within a document. The PRINTER FONT keyword initiates a control sequence that changes the font on the printer. For more information on the Printer Table Utility, see the *Guide to Modifying Printer Tables*.

To change the printer font within a document:

- 1 Press GOLD CMND to start the control block.
- 2 Type PRINTER FONT.

- 3 Type a PRINTER FONT keyword on the same line.
You define all PRINTER FONT keywords in the attribute table of the Printer Table Utility.
- 4 Press RETURN.
- 5 Press GOLD CMND to end the control block.

For example, this control block would cause the following text to print in 10-point Roman type:

```
----- START CONTROL -----  
PRINTER FONT 10_POINT_ROMAN  
----- END CONTROL -----
```

In this example, you have previously defined the keyword 10_POINT_ROMAN in the attribute table as a control sequence that changes the font on a printer to 10-point Roman. For more information on the Printer Table Utility, see the *Guide to Modifying Printer Tables*.

NOTE: You cannot change a printer font inside a *MULTI* control block.

If you want to use a different printer font for your footnotes, you can change the font with a PRINTER FOOTNOTE_FONT control block. For more information, see the chapter in this guide on footnotes and endnotes.

To reset a printer to its original font:

Include a RESET command with the PRINTER FONT command.

For example:

```
----- START CONTROL -----  
PRINTER FONT RESET  
----- END CONTROL -----
```

When you use this control block after changing the font on a printer, the following text prints in the default font. The default font is determined by the Characters per inch setting on the WPS-PLUS Pagination Settings form.

For more information on these print settings, see the chapter in this documentation set on printing, and the *Guide to Modifying Printer Tables*.

Multicolumn Printing

Control blocks allow you to print in columns. You can print up to 10 columns in a multicolumn document.

This section explains how to start and end multicolumn printing, and how to separate columns of text. See the section in this chapter on Creating Multicolumn Documents for an example of multicolumn formatting and for complete instructions on creating a multicolumn document.

A control block starts multicolumn printing when it contains the **MULTI** command followed by the number of columns you want. A control block with only a **MULTI** command stops multicolumn printing.

To begin multicolumn format:

- 1 Press **GOLD CMND** to begin the control block.
- 2 Type **MULTI** and press **RETURN**.
- 3 Type the number of columns you want and press **RETURN**.
- 4 Press **GOLD CMND** again to end the control block.
- 5 Adjust the text ruler to the desired width for one column.

For example:

```
----- START CONTROL -----  
MULTI  
2  
----- END CONTROL -----  
L-----R-----
```

Use additional **MULTI** control blocks to change the number of columns or the width of columns.

NOTE: *The sum of the widths of all the columns (plus the spaces between columns) must fit the width of the paper. For example, if you use a column width of 40 characters (by setting the R in the ruler at 40) you can define only two columns in the control block when using paper 8 1/2 inches wide.*

To end multicolumn format:

- 1 Press GOLD CMND to begin the control block.
- 2 Type MULTI and press RETURN.
- 3 Press GOLD CMND again to end the control block.
- 4 Adjust the ruler to the width of text on a full page.

For example:

```
----- START CONTROL -----  
MULTI  
  
----- END   CONTROL -----  
L-----R
```

You can start or stop multicolumn printing in the middle of a page.

NOTE: *For multicolumn documents containing one-line entries, use tab positions instead of multicolumn formatting.*

Separating Columns

When you use multicolumn formatting, separate multiple columns by:

- Indenting the left margin
OR
- Changing the Spaces between columns print setting
OR
- Setting column widths in the MULTI control block

Once you decide how to separate multiple columns, you type the text for each column, then insert a NEW PAGE mark after each column. For more information, see the section in this chapter on Creating Multicolumn Documents.

Separating Columns by Indenting To separate columns by indenting:

- 1 Type the MULTI control block.
- 2 Press GOLD RULER to display the ruler.
- 3 Place the cursor a few spaces in from the first column of the ruler.
- 4 Type a left-margin character.

The number of spaces between the first column of the ruler and the left-margin character determines the number of spaces between columns. The first column is also indented that many spaces from the left margin.

For example, the MULTI control block and ruler shown here produce a document with three columns. Each printed column is 20 spaces wide. There are five spaces between columns. The first column on the left begins five spaces from the edge of the paper:

```
----- START CONTROL -----  
MULTI  
3  
----- END CONTROL -----  
---L-----R-----  
      ..... 20 .....
```

Separating Columns by Changing Print Settings To separate columns by changing the Spaces between columns print setting:

- 1 Type the number of spaces you want between columns in the Spaces between columns setting on the WPS-PLUS Pagination Settings form.

For information on print settings, see the chapter in this documentation set on printing.

- 2 Print the document.

The columns are separated by the number of spaces you entered on the menu.

For example, the MULTI control block and ruler in the example produce a document with three columns. Each printed column is 20 characters wide. If you enter 5 as the Spaces between columns setting, there will be five spaces between columns. The first column on the left begins in the first space unless you change the Spaces in left print margin setting.

```
----- START CONTROL -----
MULTI
3
----- END CONTROL -----
L-----R-----
..... 20 .....
```

Separating Columns by Setting Column Widths To separate columns by setting column widths:

- 1 Enter a width for each column when you create the MULTI control block.
If you enter more widths than columns, any additional widths are ignored.
- 2 For each column, set a ruler to a width narrower than the column width you listed in the MULTI command.

The amount of space between columns equals the number of spaces listed in the MULTI control block minus the number of spaces for that column in the ruler.

For example, the MULTI control block and rulers shown here produce a document with three columns. The first column is 25 characters wide. The second column is also 25 characters wide. The last column is 30 characters wide. The ruler widths are 20, 20, and 25, leaving 5 spaces between the printed columns.

```

----- START CONTROL -----
MULTI          ←      command
3              ←      no. of cols.
25             ←      1st col. width
25             ←      2nd col. width
30             ←      3rd col. width
----- END   CONTROL -----
L-----R-----
..... 20 .....

L-----R-----
..... 20 .....

L-----R-----
..... 25 .....

```

Creating Multicolumn Documents

To create a multicolumn document:

- 1 Press GOLD CMND to begin a control block.
- 2 Type MULTI and press RETURN.
- 3 Type the number of columns in the document and press RETURN.
- 4 Press GOLD CMND to end the control block.
- 5 Change the ruler to reflect the width of one column.

You can also indent the left-margin character, if you are using this method to separate columns.

- 6 Type the text for the first column, first row, of the document.
- 7 Press RETURN twice.

The blank line below the text provides spacing between rows.

- 8 Press GOLD NEW PAGE.
- 9 Repeat steps 6 through 8 until you reach the last column of the first row of the document.
- 10 Type the text for the last column, first row of the document. At this point, do not press GOLD NEW PAGE.

- 11 Insert a MULTI control block with a MULTI command and the number of columns.
- 12 Repeat steps 6 through 11 for each row of the document until you have typed the text for the last column, last row on a page.
- 13 End multicolumn format by inserting a control block with a MULTI command only.
- 14 Press GOLD NEW PAGE to begin a new page.
- 15 Insert a MULTI control block for the first row on the next page. Proceed as before, beginning with step 6, to type text for the new page.

For example, the MULTI control blocks, ruler, and NEW PAGE marks shown here produce a multicolumn document with two rows and three columns per page.

```
----- START CONTROL -----  
MULTI  
3  
----- END CONTROL -----  
---L-----R-----  
    This text prints in  
    the first row, first  
    column.  
  
----- NEW PAGE -----  
    This text prints in  
    the first row, second  
    column.  
  
----- NEW PAGE -----  
    This text prints in  
    the first row, third  
    column.  
  
----- START CONTROL -----  
MULTI  
3  
----- END CONTROL -----  
    This text prints in  
    the second row, first  
    column.
```


Control Blocks

----- NEW PAGE -----
This text prints in
the second row, second
column.

----- NEW PAGE -----
This text prints in
the second row, third
column.

----- START CONTROL -----
MULTI

----- END CONTROL -----

----- NEW PAGE -----

----- START CONTROL -----

MULTI

3

----- END CONTROL -----

This text prints in
the first row on the
second page, first
column.

----- NEW PAGE -----

This text prints in
the first row on the
second page, second
column.

----- NEW PAGE -----

This text prints in
the first row on the
second page, third
column.

.
.
.

NOTE: *Until you are familiar with multicolumn printing, you should test your layout before final printing. Print a preliminary copy of your document to see if you have obtained the desired results. If not, adjust page markers as needed.*

This chapter explains how to use WPS-PLUS Editor Math to:

- Add, subtract, multiply, and divide numbers in your document
- Total and subtotal columns of numbers
- Compute averages
- Format your results

List Processing Math does calculations based on the information in list documents. For information about List Processing Math, see *WPS-PLUS List and Sort Processing*.

Editor Math Areas and Editor Math Control Blocks

Editor Math operates only on numbers it finds inside Editor Math areas. An Editor Math area starts with a BEGIN command and ends with an END command. These commands, like all other Editor Math commands, must be in Editor Math control blocks.

Like other control blocks, Editor Math control blocks appear on your screen but are not printed. For more information about control blocks, see the chapter in this guide on control blocks.

An Editor Math area looks like the following:

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  (:D1) + (:D2) = (:D3)
----- END   CONTROL -----
L-----T-----T-----T-----R
Item      In stock      Received      In stock
          last month    this month    this month

L-----T-----T-----T-----R
First      10             4             14
Second     8              3             11
Third     45             14             59
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

NOTE: *Never put blank lines in an Editor Math control block. If you do, WPS-PLUS displays an error message.*

BEGIN Control Blocks

To begin an Editor Math area, create a BEGIN control block:

- 1 Press GOLD CMND.
- 2 Type WPSMATH.
- 3 Press RETURN.
- 4 Type the word BEGIN.
- 5 Press RETURN.
- 6 Enter any other Editor Math commands you wish.
- 7 Press GOLD CMND again.

Table 13-1 lists all the Editor Math commands.

Table 13-1 Editor Math Control Block Commands

Use	To
WPSMATH BEGIN	Begin an Editor Math area. A BEGIN control block usually contains other Editor Math commands, such as FORMULA commands.
WPSMATH END	End an Editor Math area. An END control block cannot contain any other Editor Math commands.
FORMULA	Begin an Editor Math equation. See the section in this chapter on The FORMULA Command.
SET	Add subtotals, reset total fields, or transfer a value from one field to another. See the section in this chapter on Subtotals and Accumulators.
WPSMATH TOTAL	Show where a total should be printed.
ROUND	Round Editor Math results to the sixth decimal place or according to a format string. Since Editor Math truncates numbers by default, use this command whenever you want to round off numbers.
TRUNCATE	Truncate numbers to the sixth decimal place or according to a format string.

END Control Blocks

To end an Editor Math area, create an END control block. An END control block turns Editor Math off. Editor Math also stops calculating when you move the cursor in a backward direction.

To create an END control block:

- 1 Press GOLD CMND.
- 2 Type WPSMATH.
- 3 Press RETURN.
- 4 Type END.

- 5 Press RETURN.
- 6 Press GOLD CMND.

An END command must be the only command except for the WPSMATH command in its control block.

How Editor Math Works

Editor Math is enabled when you set the Set math option setting on the Editor Attributes form to Y (the default setting).

To enable Editor Math:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears.
- 2 Enter EA.
The Editor Attributes form appears.
- 3 Move the cursor to the Set math option setting, and enter Y.
- 4 Press EXIT to return to your document.

Editor Math is enabled until you turn it off.

Editor Math starts calculating when you move the cursor forward through a BEGIN control block. When you move through a line where an answer should go, Editor Math does the calculation and displays the answer in the document when you move to the next line. When you move the cursor upward, Editor Math is turned off. To restart Editor Math, return the cursor to the top of the BEGIN control block and move the cursor downward again.

You can use UP ARROW and DOWN ARROW, LINE, and other distance keys to scroll through an Editor Math area. Use GOLD ADVANCE to scroll through a long Editor Math area.

NOTE: Do not use GOLD BOT DOCMT to scroll through a long Editor Math area. GOLD BOT DOCMT moves you directly to the end of the document and does not perform math calculations.

After editing an Editor Math control block or a table of numbers, back up to the top of the BEGIN control block and scroll through the Editor Math area. This makes Editor Math rework its calculations using the new commands or new numbers.

The FORMULA Command

Use FORMULA commands to tell Editor Math which calculations to perform. You can:

- Put the first set of FORMULA commands in the BEGIN control block
- Put any number of FORMULA commands in a control block
- Have more than one control block with FORMULA commands in your Editor Math area

Here is a sample control block of FORMULA commands:

```
----- START CONTROL -----  
WPSMATH  
BEGIN  
FORMULA  <:D1> + <:D2> + <:D3> = <:D4>  
FORMULA  <:D1> - <:D3> = <:D5>  
FORMULA  <:D3> / <:D4> = <:D6>  
----- END   CONTROL -----
```

To insert a FORMULA command in a control block:

- 1 Type the word FORMULA.
- 2 Type at least one space.
- 3 Type an equation.
- 4 Press RETURN.

An equation is made up of field names and mathematical symbols like the ones in the previous example. See the section in this chapter on Tab Positions and Field Names.

If your equation is too long for a single line, let it wrap to the next line. Editor Math reads both lines as a single command. Do not press RETURN unless you want to begin a new Editor Math command. When Editor Math encounters a RETURN, it expects to find a new command or the end of the control block.

As you scroll through an Editor Math area, Editor Math:

- Does calculations in the order in which the formulas appear in the Editor Math area.
- Applies every equation in the control block to the table that follows.
- Stops calculating with the equations of the previous control block and starts calculating with the new equations when a new Editor Math control block is encountered. For an example, see the section in this chapter on Subtotals and Accumulators.
- Gives you an error message if there is an error in your formula control block. Press RETURN to edit the command.

Tab Positions and Field Names

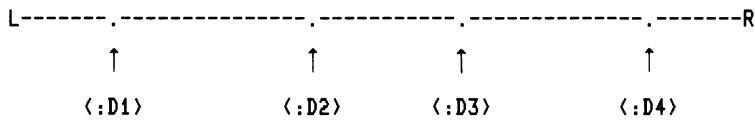
Editor Math looks for numbers to use in calculations and writes answers at decimal-aligned tab positions. You must use a ruler with decimal-aligned tabs. For more information on decimal-aligned tabs, see the chapter in this guide on rulers.

Field names tell Editor Math where to get input numbers and where to place answers. Each decimal-aligned tab in an Editor Math area has a corresponding field name.

To create an Editor Math field name:

Type `<:D`, a number, and `>` for each decimal-aligned tab in the ruler. For example, `<:D2>`. Do not leave spaces before or after a field name.

The number in a field name indicates which tab position the field name represents. In the following example, `<:D1>` refers to the first decimal-aligned tab in the ruler, `<:D2>` refers to the second decimal-aligned tab in the ruler, and so on.



Allowable Characters

Besides field names, the only characters allowed in Editor Math equations are those shown in Table 13-2.

Table 13-2 Allowable Characters in Editor Math Equations

Character	Description
0 1 2 3 4 5 6 7 8 9	Numerals, used to write constants. Constants are numbers that do not change from one line of a table to the next, as field values usually do.
.	Decimal point, which can be used to write constants.
\$	A currency symbol, used in constants.
+	A plus sign, indicating addition.
-	A minus sign, indicating subtraction or negative numbers.
*	An asterisk, indicating multiplication.
/	A slash, indicating division.
,	Thousands separator, used in constants
()	Parentheses, used to group operations together. The parentheses must always match; for every left parenthesis, (, there must be exactly one right parenthesis,). There must be no empty pairs, ().
=	An equal sign. Every equation must contain only one equal sign. Do not put + - * / (or) on the right side of an equal sign. Instead, you must follow the equal sign with the field name where you want to place the answer.

(Cont.)

Table 13-2 Allowable Characters in Editor Math Equations (Cont.)

Character	Description
-----------	-------------

	Spaces and tabs. You can use spaces or tabs in a FORMULA command. Editor Math ignores them, but they can make equations easier to read. Do not put extra spaces in a field name, or Editor Math will not recognize the name.
--	--

Addition

The next example shows how to use Editor Math to compute numbers in an inventory chart. In this example, <:D1> is In stock last month, <:D2> is Received this month, and <:D3> is In stock this month:

The FORMULA command in the BEGIN control block tells Editor Math to add the number in <:D1> to the number in <:D2> and put the answer in <:D3>. Type numbers in the first two columns, and Editor Math calculates the third column when you scroll through the Editor Math area.

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:D1> + <:D2> = <:D3>
----- END   CONTROL -----
L-----T-----T-----T-----R
Item      In stock   Received   In stock
          last month this month  this month

L-----T-----T-----T-----R
First      10         4         14
Second     8         3         11
Third     45        14         59
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

To create this screen:

- 1 Create a BEGIN control block and include the FORMULA command to tell Editor Math which calculation to perform.
- 2 Create and embed a ruler with three left-justified tabs.
- 3 Type your table headings, using the tab or space bar to position each heading.
- 4 Create and embed a ruler with three decimal-aligned tabs.
- 5 Type the first item name.
- 6 Press TAB.
- 7 Type the number 10.
- 8 Press TAB.
- 9 Type the number 4.
- 10 Press RETURN.

Editor Math performs calculations only on lines containing math values and ending with a RETURN. If a line contains math values but does not end with a RETURN, you receive an error message.

- 11 Type numbers for the first and second columns in the second and third rows, pressing RETURN after each row.
- 12 Create an END control block.
- 13 Move the cursor to the top of the BEGIN control block and scroll through the Editor Math area.

Editor Math puts the results in the last column.

Subtraction

Suppose items were sold this month, but not received. You would subtract the number sold from the initial inventory to find how many remain.

The example would look the same as the addition example, except the FORMULA would be:

FORMULA <:D1> - <:D2> = <:D3>

Different Order for Columns

In the previous example, Editor Math calculated the values for the last column of the table. However, Editor Math can put the values in any column, so long as all necessary input numbers are in the line.

In the next example, the columns are in a different order. The new order of field names matches the new order of the headings:

```
----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:D1> + <:D3> - <:D4> = <:D2>
----- END   CONTROL -----
L-----T-----T-----T-----T-----R
Item      In stock  In stock  Received  Sold
          last month this month  this month  this month

L-----T-----T-----T-----T-----R
First      10         12         4         2
Second     8          6          3         5
Third     45         44         14        15
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----
```

Type numbers in the first, third, and fourth columns of each row. Editor Math puts the answer for each row in the second column when you scroll through the area.

Negative Numbers

Unless you specify parentheses or a trailing minus sign in the format string, the minus sign for a negative number appears before the number. For example: -23.

Constants

A constant is any number written in the control block. Since a constant is part of the control block, its value does not change from one line to the next. You can add, subtract, multiply, or divide by a constant. A constant can be negative or positive, a whole number, or a fraction.

The constant in this FORMULA command is 2:

```
FORMULA  <:D2> - 2 = <:D4>
```

Multiplication and Division

The procedures for setting up a control block to do multiplication and division are the same as for addition and subtraction.

Here is a sample multiplication FORMULA:

```
FORMULA <:D1> * <:D2> = <:D3>
```

Here is a sample division FORMULA:

```
FORMULA <:D1> / <:D2> = <:D3>
```

If the answer to an equation is not a whole number, Editor Math writes out the remainder as a decimal fraction, carrying the number to as many as six decimal places, if necessary. For example, it writes out 0.5 for one-half and 0.333333 for one-third.

You cannot divide by zero. If you accidentally call for division by zero, Editor Math displays an error message. Edit the control block or the table to remove the division by zero.

Totals and Averages

To total all the numbers in a given column:

Use the TOTAL command with special fields to receive the totals.

Total fields have names written <:T1>, <:T2>, <:T3>, and so on. The names for total fields are like decimal tab names, but total fields contain a T (for total) instead of a D (for decimal).

As with decimal field names (for example, <:D3>), the number in the total field name matches the number of the tab position where the total will be written, counting from left to right.

Here is a sample FORMULA command for calculating a one-column total:

```
FORMULA <:T1> + <:D1> = <:T1>
```

Notice that <:T1> appears twice, once on each side of the equal sign (=). The <:T1> on the left side of the equal sign is the old value of the total, before Editor Math adds in <:D1>. The <:T1> on the right side is the new value of the total, after <:D1> has been added. When Editor Math calculates the total, it uses the most recent value of <:T1>. By default, <:T1> is set at 0 before Editor Math calculates the first total.

The line where totals are written is called the TOTAL line. The TOTAL line is the line below the control block containing the TOTAL command. Here is a sample control block, showing a TOTAL command:

```
----- START CONTROL -----
WPSMATH
TOTAL
----- END CONTROL -----
```

As with BEGIN control blocks and END control blocks, you include the word WPSMATH in a TOTAL control block, before the TOTAL command.

NOTE: *Editor Math adds to the total fields every time it moves from the beginning of a BEGIN control block forward through a line with numbers to be totaled. If you are retotaling, you can use the SET command to set total fields to zero in the BEGIN control block. See the section in this chapter on Subtotals and Accumulators.*

One-Column Totals

The simplest total to make is a single-column total:

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:T1> + <:D1> = <:T1>
----- END   CONTROL -----
L-----R
      45
      44
       1
     108.5
       12
       5.3
       70
      30.2
        4
----- START CONTROL -----
WPSMATH
TOTAL
----- END   CONTROL -----
Total      320
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

The total, 320, appears as soon as you move the cursor past the TOTAL command.

Editor Math always writes the total on the first line following the TOTAL command's control block, so allow space for the answer by leaving a blank line after the TOTAL command control block.

Remember that the default for <:T1> is 0 before Editor Math calculates the first total. Therefore, if you are subtracting rather than adding a total, you should use the SET command to set the initial total to an appropriate number. For example:

```

----- START CONTROL -----
WPSMATH
BEGIN
SET  200 = <:T1>
FORMULA  <:T1> - <:D1> = <:T1>
----- END   CONTROL -----

```

For more information on SET commands, see the section in this chapter on Subtotals and Accumulators.

Multiple Column Totals

The following example shows how to total several columns of numbers:

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:D1> * <:D2> = <:D3>
FORMULA  <:D2> + <:T2> = <:T2>
FORMULA  <:D3> + <:T3> = <:T3>
----- END   CONTROL -----
L-----T-----T-----T-----R
Item      Number of      Number of      Number of
           items per set   sets sold      items sold

L-----T-----T-----T-----R
First      10              14              140
Second     12              10              120
Third      20              9               180
Fourth     15              3               45
Fifth      10              11             110
Sixth      10              8               80
----- START CONTROL -----
WPSMATH
TOTAL
----- END   CONTROL -----
Total      55              675
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

Notice that the top control block does not contain <:T1>. That is because the <:D1> column is not totaled.

Subtotals and Accumulators

Editor Math can calculate subtotals, but you must tell Editor Math to keep a record of the grand total at the same time. Do this by storing the grand total in an accumulator, a field that stores running totals. You can use the accumulator to store numbers you need to calculate but do not want to write out until later, if at all.

Observe these restrictions when assigning a name to an accumulator:

- The name must start with a left angle bracket and colon (<:), and end with a right angle bracket (>).
- The name must not look like a decimal tab field name or a total field name (such as <:D1>, <:T1>, <:D2>, and so on).
- The name must not contain a RETURN.

Except for these restrictions, you can name an accumulator anything you like. <:1>, <:A>, <:total>, and <:sum> are typical accumulator names.

If you want to see the values in an accumulator, you must transfer the accumulator's value to a tab field, such as <:D1> or <:T1>. Do this with a SET command.

Three common uses for the SET command are:

- Summing subtotals
- Resetting total fields
- Transferring numbers from one field to another

The next example illustrates all three uses. An explanation follows the example.

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:T1> + <:D1> = <:T1>
----- END   CONTROL -----
L-----T-----,-----R
North
      First    25
      Second   40
      Third    10
                
----- START CONTROL -----
WPSMATH
SET  <:T1> = <:grand total>
TOTAL
----- END   CONTROL -----
North total    75
----- START CONTROL -----
WPSMATH
SET  0 = <:T1>
FORMULA  <:T1> + <:D1> = <:T1>
----- END   CONTROL -----
South
      First    15
      Second   35
      Third    45
                
----- START CONTROL -----
WPSMATH
SET  <:grand total> + <:T1> = <:grand total>
TOTAL
----- END   CONTROL -----
South total    95
----- START CONTROL -----
WPSMATH
SET  <:grand total> = <:T1>
TOTAL
----- END   CONTROL -----
Grand total    170
----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

In the previous example, the SET command was used for:

- Summing subtotals. Notice the SET commands and the accumulator <:grand total>. After Editor Math has calculated each subtotal (North total or South total), a SET command adds the subtotal to <:grand total>.
- Setting fields to constants. In the control block before the South list, a SET command resets the value of <:T1> to zero.
- Transferring numbers. After the South subtotal is calculated, another SET command transfers the number in <:grand total> to <:T1>. The number in <:T1> is then written out by means of a TOTAL command. This step is necessary because Editor Math cannot write out the numbers in accumulators.

NOTE: *The FORMULA command is repeated before each subtotal. This is because Editor Math cancels all old equations as soon as it comes to a new control block. You must repeat any calculations that you want to continue.*

When printed in a document, the table looks like this:

North		
	First	25
	Second	40
	Third	10
North total		75
South		
	First	15
	Second	35
	Third	45
South total		95
Grand total		170

Column Bars

You can place a bar under each column of numbers to be totaled. If you do, use the space bar to position each column bar. In the previous example, column bars were placed under the column of North figures and under the column of South figures.

When printed, the Editor Math part of the document looks like this:

North	
First	25
Second	40
Third	10
North total	75

Averages

To calculate averages, Editor Math uses the `<:lines>` accumulator to keep track of the number of lines in a table.

The following command adds one to the accumulator every time Editor Math comes to a new line in the table:

```
FORMULA <:lines> + 1 = <:lines>
```

If you use column headings, add them before the control block containing the FORMULA commands. Otherwise Editor Math counts those lines too, and your average will be wrong.

In the next example, you use the accumulator to store the number of lines, then use this number to calculate the average:

```

L-----T-----T-----T-----R
Item          Number of      Number of      Number of
               items per set   sets sold      items sold

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:D1> * <:D2> = <:D3>
FORMULA  <:D2> + <:T2> = <:T2>
FORMULA  <:D3> + <:T3> = <:T3>
FORMULA  <:lines> + 1 = <:lines>
----- END   CONTROL -----
L-----T-----T-----T-----R
First         10              14              140
Second        12              10              120
Third          20              9              180
Fourth         15              3               45
Fifth          10              11             110
Sixth          10              8               80

----- START CONTROL -----
WPSMATH
TOTAL
----- END   CONTROL -----
Total                    55              675

----- START CONTROL -----
WPSMATH
SET  <:T3> / <:lines> = <:T1>
TOTAL
----- END   CONTROL -----
L-----T-----T-----T-----R
                                   Average = 112.5

----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

Notice the equation $\text{<:T3> / <:lines> = <:T1>}$, which calculates the average. This equation must be in the third control block. Otherwise <:T3> is used to hold more than one number, which it cannot do.

Parentheses

WPS-PLUS follows the accepted rules of mathematics and performs multiplication and division first, then addition and subtraction.

However, you can use parentheses to group mathematical operations. If any of the operations in an equation are inside parentheses, Editor Math performs those first. This can make a difference in the answers you get.

NOTE: *Always put in exactly one left parenthesis, (, for every right parenthesis,).*

Default Format

Unless you tell it otherwise, Editor Math always writes numbers in the same way, called default format. These are the rules for default format:

- Currency symbols, plus signs, asterisks, and commas are not used.
- If a number is negative, a minus sign is in front of the number.
- If the number is not a whole number, the number contains a decimal point and digits for the fractional part.
- A zero is displayed before the decimal point of a decimal fraction.
- No zeros are displayed after the last nonzero digit of a decimal fraction.
- Numbers can have a maximum of 13 digits. Up to six of those digits can follow the decimal point. The sixth digit after the decimal point is not rounded off.

All examples so far have used the default format. You may want to use a different format. For instance, you may want to include a currency symbol in your total, or use parentheses to indicate a negative number. For more information, see the section in this chapter on Customized Format.

Customized Format

To specify the format of your answers rather than use the default format, you must include a format string. Table 13-3 lists the customized format characters you can include in a format string.

Table 13-3 Customized Format Characters in Editor Math Equations

Character	Description
+	Positive number
-	Negative number
()	Left and right parentheses, indicating a negative number
\$	Currency symbol
#	Hash mark, used before or after the currency symbol to leave a space between it and the number
*	Asterisk, used as filler to align columns
,	Thousands separator
.	Decimal separator
9	Digit indicator
!	Alternate decimal separator, which substitutes the currency symbol for the decimal separator
_	Alternate decimal separator, which substitutes a space for the decimal separator
;	Alternate thousands separator, which substitutes a space for the thousands separator

For example, the format string in the following command tells Editor Math to include one decimal digit in its answer:

```
FORMULA <:D2> + <:T2> = <:T2> "9.9"
```

Note that only the answer will be formatted. Anything that you type yourself will not be formatted.

Currency

If you include a currency symbol (\$) at the beginning of your format string, Editor Math puts this symbol in front of the answer. The plus sign +, minus sign -, and left parenthesis (, are the only allowable characters that can precede the currency symbol.

You can include the currency symbol at the beginning or end of the format string.

To include a space between the currency symbol and the number, use the format "\$#" when the currency symbol precedes the number, and "#\$" when the currency symbol follows the number. For example, if you have "\$#9.99" in your format string, the number 42.50 will appear as \$ 42.50. If you have ",9.99# \$" in your format string, the number 3,457.42 will appear as 3,457.42 \$.

Decimal Fractions

Decide on the highest number of digits you need to have on the right of the decimal point, then use that number of 9s after the decimal point in your format string. You can have a maximum of thirteen 9s, of which up to six can be to the right of the decimal point. Do not use any other numerals. For example:

FORMULA <:D1> * <:D2> = <:D3> "\$9.99"

The example tells Editor Math to:

- Write no more than two digits after the decimal point
- Place a currency symbol (\$) in front of the answer

You can drop some decimal digits by including fewer 9s after the decimal point than the full answer requires. When you specify a format string, Editor Math rounds its answer off to as many decimal places as there are 9s after the decimal point, up to six decimal places.

You can leave off all decimal digits and round answers to the nearest integer by using the format "9." (to print the decimal point) or "9" (to omit the decimal point).

In default format, decimal fractions are written with a zero in front of the decimal point, and trailing zeros are not written. As a result, one-half is written as 0.5. To avoid displaying an initial zero, specify the format ".9".

As an alternative to the decimal point, you can use the monetary symbol or a space as the decimal separator (for example, 34\$50 or 34 50). To use the monetary symbol as the alternative decimal separator, use ! in the format string, as you would use the decimal point. To use a space as the decimal separator, use _ in the format string.

NOTE: *If you are using the monetary symbol as the alternative decimal separator, you cannot use the monetary symbol elsewhere in the same format string.*

These examples use the monetary symbol as the alternative decimal separator:

<i>Input</i>	<i>Format String</i>	<i>Output</i>
-45.33	"9!99"	-45\$33
750	"9!"	750\$
5678.33	"!,99"	5,678\$33
(99.99)	"9!"	-100\$

Leading Plus Sign

A leading plus sign tells Editor Math to put a plus sign before a positive number. In a format string, a leading plus sign must be the first symbol after the opening quotation mark. Examples of the leading plus format are:

"+9.99" "++\$99,999"

Trailing Minus Sign

A trailing minus sign tells Editor Math to put the minus sign after a negative number instead of before it. In a format string, a trailing minus sign must be the last symbol before the closing quotation mark. Examples of the trailing minus format are:

"9999.99-" "999,999-" "\$99,999.99-"

Parentheses

In a format string, parentheses tell Editor Math to write negative numbers in parentheses instead of with a minus sign. Make parentheses the first and last symbols in the format string, except for quotation marks. Examples of parentheses format are:

"(\$999.99)" "()" "(*,999999)"

Notice that you do not have to use 9s for the parentheses format. If you include just "()" as your format string, Editor Math writes its answers in default format, except that it uses parentheses instead of a leading minus sign to indicate negative numbers.

Commas

If you deal with very large numbers, use commas to group digits for easier reading. If you are using a currency symbol (\$) in your format string, the commas must come after the symbol and before the decimal point.

One comma is all you need. The following examples all give the same result:

"\$9,999,999.99"

"\$,9.99"

"\$9,.99"

When you are not dealing with currency, you can use "," alone to format your answers. Editor Math writes the answers in default format, but with a comma before every third digit to the left of the decimal point.

As an alternative to the comma, you can use a space as the thousands separator (for example, 143 928.10). To use a space as the thousands separator, use a semicolon (;) in the format string as you would use the comma.

Asterisks

To fill out a column of numbers with asterisks so the left edge of the column is even:

Put one asterisk after any currency symbol (or currency symbol and hash mark) and before any commas or 9s.

If you use asterisks, tell Editor Math how many numerals to expect. Put in as many 9s as there are digits and commas in the largest result you expect. For example:

FORMULA <:D1> * <:D2> = <:D3> "\$*9,999,999.99"

When displayed, the results are filled out with asterisks so they take up the same amount of space.

L-----	-----	-----	-----R
\$2100.00	1500	\$3,150,000.00	
\$1250.25	512	***640,128.00	
\$8.98	12,000	***107,760.00	
\$75.00	200	***15,000.00	

Notice that Editor Math puts asterisks in place of commas as well as numbers.

Truncation and Rounding Off

When you specify a format string, Editor Math rounds off numbers. If you want Editor Math to truncate numbers instead of rounding off, use the TRUNCATE command. Truncation simply drops extra digits. If Editor Math were to truncate 0.796 in a "9.99" format string, it would write out 0.79.

Type the TRUNCATE command in a control block on a line by itself on any line after the word WPSMATH. For example:

```
----- START CONTROL -----  
WPSMATH  
FORMULA  <:D1> / 10 = <:D3>  
TRUNCATE  
FORMULA  <:D2> * 10 = <:D4>  "9.99"  
----- END   CONTROL -----
```

If the answer in <:D4> was 9.768, it would print as 9.76. If another Editor Math control block is encountered and that control block contains a ROUND command, rounding is resumed. Otherwise, Editor Math will TRUNCATE answers until a ROUND command is encountered.

Always give a separate line to a TRUNCATE or ROUND command. Use only one of the commands in a control block. If you use both, Editor Math uses the last one in the block for *all* the formulas in that block.

Suppressing Calculations

Editor Math always applies all its FORMULA commands to every line of the table. If you do not want Editor Math to perform a certain calculation on a line, you can prevent that by not giving Editor Math enough information.

Suppose Editor Math has the equation $\text{<:D1>} + \text{<:D2>} = \text{<:D3>}$ in its control block. If you type in the value for <:D1>, but go to the next line without typing in a value for <:D2>, Editor Math does not write in a value for <:D3>.

Improving Readability

If you have several calculations to perform, you can do different calculations on different lines by specifying more than one formula, each having its own field names.

For example:

```

----- START CONTROL -----
WPSMATH
BEGIN
FORMULA  <:D1> * <:D3> = <:D5>    "$,9.99"
FORMULA  <:D2> + <:D4> = <:D6>    "$,9.99"
----- END   CONTROL -----
L-----T---T-----T-----T-----T-----T-----R
Item
      Number made   Cost/item           Total cost
      Foreign sales   Domestic sales   Total sales
L-----T---T-----T-----T-----T-----T-----R

First
      100           $21.50           $2,150.00
      $1570.00           $1600.00           $3,170.00

Second
      200           $10.00           $2,000.00
      $1800.00           $1050.00           $2,850.00

Third
      240           $11.50           $2,760.00
      $2055.00           $2070.00           $4,125.00

----- START CONTROL -----
WPSMATH
END
----- END   CONTROL -----

```

FORMULA Command Checklist

To avoid making formula notation errors, or to correct them, make sure that:

- The characters $+$ $-$ $*$ $/$ and $=$ are always followed by field names or constants, whether or not parentheses $()$ are used.
- All field names, constants, and parentheses, $()$, are separated from their neighbors by $+$ $-$ $*$ $/$ or $=$.
- There is exactly one right parenthesis, $)$, for every left parenthesis, $($. Parentheses should not be used to indicate negative numbers.
- There is a RETURN at the end of every equation, or, if there is a format string, at the end of the format string.
- There is exactly one equal sign, $=$, in every FORMULA and SET command, with exactly one field name after it.
- The commands WPSMATH, TRUNCATE, BEGIN, END, TOTAL, and ROUND each have a line to themselves.
- Every field name starts with $<:$ and ends with $>.$
- The only characters in constants are 0 1 2 3 4 5 6 7 8 9 , $+$ $-$ $.$ and $$$.
- The characters $+$ $-$ $.$ and $$$ appear no more than once in any constant, in the correct place.
- The character $+$ is not used as a leading plus sign, and the character $-$ is not used as a trailing minus sign.
- No constant has more than 13 digits, and no more than 6 digits to the right of the decimal point.
- The command is complete. Make sure there is a constant or a complete field name to the left of the equal sign, and a complete field name to the right of the equal sign.

Format Checklist

To avoid making errors and to correct errors in format strings, make sure that:

- The format string is enclosed in quotation marks.

- The only characters in format strings are + - () \$ # * , . 9 ! _ and ;.
- The characters + - () \$ # * . ! _ and ; appear no more than once.
- The plus sign, +, is first, if it appears.
- The minus sign, -, is either first or last, if it appears.
- The plus sign, +, and minus sign, -, do not appear in the same format string.
- Parentheses, (), do not appear in the same format string with the plus sign, +, or the minus sign, -.
- There is exactly one right parenthesis,), for every left parenthesis, (.
- The currency symbol, \$, comes before everything except the plus sign, +, minus sign, -, or left parenthesis, (, or comes after everything except the minus sign, -, or right parenthesis,).
- The currency symbol does not appear in the same format string with !.
- The asterisk, *, comes before 9 , .) ! _ ; or a trailing minus sign, -.
- There are no commas after the decimal point, alternative decimal separator, or semicolon.
- There are no more than thirteen 9s in the format string and no more than six 9s to the right of the decimal point.
- Format strings containing the characters * + - . or \$ always contain at least one 9.

Table Checklist

To avoid making errors and to correct errors involving numbers in tables, make sure that:

- There are no empty pairs of parentheses, ().
- The only characters in the field value are 0 1 2 3 4 5 6 7 8 9 + - \$ * , . (and) .
- The characters \$. + - (and) appear no more than once.
- The characters \$ * + and (appear before any digits. The \$ can also appear after all digits.

- The plus sign, +, comes first, if it appears.
- The minus sign, −, is either first or last, if it appears.
- The currency symbol, \$, comes before any asterisk, *, and after the plus sign, +, or the minus sign, −.
- There is exactly one right parenthesis,), for every left parenthesis, (.
- The characters () come first and last, if they appear. They do not appear in the same field value with the plus sign, +, or the minus sign, −.
- The characters () and the minus sign, −, do not appear in the same field value.
- The plus sign, +, and the minus sign, −, do not appear in the same field value.
- There are no more than 13 digits in the field value, and no more than six digits to the right of the decimal point.
- The only characters directly under the decimal tab marker in the ruler are the right parenthesis,), the period, ., or one of the following hidden characters: tab, RETURN, word wrap, paragraph marker, centering mark, end of document. You can check for the hidden characters by pressing GOLD VIEW.
- You cannot use the following formats with input values:
 - Space between currency symbol and value
 - Currency symbol as decimal separator
 - Space as decimal separator
 - Space as thousands separator

Paginating a Document

This chapter explains how to:

- Paginate your document automatically when you send it to print
- Paginate your document with Automatic GOLD PAGE
- Paginate your document with GOLD PAGE
- Adjust the page size

If you want WPS-PLUS to paginate your document according to the current print settings, use automatic pagination.

NOTE: *If you use automatic pagination, you DO NOT have to paginate your document with Automatic GOLD PAGE or GOLD PAGE. The document is paginated for you according to the print settings you specify.*

If automatic pagination does not provide the page breaks you want, use one or more of the other pagination methods described in this chapter.

Automatic Pagination

When you use automatic pagination, WPS-PLUS paginates a document automatically during the printing operation. WPS-PLUS breaks pages according to the current print settings.

To use automatic pagination:

- 1 Display the WPS-PLUS Pagination Settings form.
- 2 Set the Auto paginate setting to Y.
- 3 Print the document by following the directions on the screen.

For information about print settings, see the chapter in this documentation set on printing documents.

GOLD NEW PAGE

After printing, if you are not satisfied with the page breaks, you can force your own page breaks by using GOLD NEW PAGE.

To force a new page to begin:

- 1 Edit the document.
- 2 Place the cursor where you want a new page to start.
- 3 Press GOLD NEW PAGE.

GOLD NEW PAGE inserts a NEW PAGE mark, forcing a new page. This allows a figure or table, for example, to print on one page instead of two.

When you print the document, WPS-PLUS paginates according to the current print settings and any NEW PAGE marks you have added. WPS-PLUS recognizes NEW PAGE marks whether you have set Auto paginate to Y or N.

NEW PAGE marks stay in the document until you remove them manually.

To delete a NEW PAGE mark:

Move the cursor to the NEW PAGE mark and press DEL CHAR.

OR

Move the cursor immediately after the NEW PAGE mark and press RUB CHAR.

NOTE: *If you are printing a document with DECpage, always use NEW PAGE marks to force page breaks.*

Automatic GOLD PAGE

Use Automatic GOLD PAGE before you print your document to see where page breaks occur.

When you use Automatic GOLD PAGE, WPS-PLUS inserts PAGE MARKERS throughout your document. Unlike NEW PAGE marks, PAGE MARKERS disappear if you:

- Change text. WPS-PLUS removes any PAGE MARKERS near the text you change.
- Insert one document into another with GOLD GET DOCMT. WPS-PLUS removes all PAGE MARKERS from the inserted document. For information on GOLD GET DOCMT, see the chapter in this guide on moving text.
- Repaginate a document with Automatic GOLD PAGE or GOLD PAGE. WPS-PLUS removes PAGE MARKERS that are not placed at intervals of the Set current text lines/page setting. For information on this setting, see the section in this chapter on Adjusting Page Size.

To insert PAGE MARKERS with Automatic GOLD PAGE:

- 1 Make sure any text you have added to the document is wrapped correctly. For more information on wrapping text, see the introductory chapter in this guide.
- 2 Press MAIN SCREEN while you are editing a document
The Editor menu appears.

- 3 If you want to change the page size of your document before you paginate, enter EA. At the Editor Attributes form, move the cursor to the Set current text lines/page setting and enter a different number. (For more information on this setting, see the section in this chapter on Adjusting Page Size.)
- 4 Enter PG at the Editor menu.

Starting at the top of your document, WPS-PLUS inserts PAGE MARKERS at intervals of the Set current text lines/page setting, taking into account any NEW PAGE marks you have inserted with GOLD NEW PAGE.

The Widow/orphan control lines setting on the Editor Attributes form also affects pagination. For more information, see the chapter in this documentation set on printing documents. Also, if you have footnotes in your document, many of the settings on the WPS-PLUS Footnote Settings form affect pagination. For more information, see the chapter in this guide on footnotes.

Automatic GOLD PAGE stops automatically at an empty hyphenation zone. Use HYPH PUSH to hyphenate the word. (See the chapter in this guide on hyphenating words.) To restart Automatic GOLD PAGE, enter PG again at the Editor menu.

If you want Automatic GOLD PAGE to ignore empty hyphenation zones, you can change the Hyphenation checking setting at the Editor Attributes form:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears.
- 2 Enter EA.
The Editor Attributes form appears.
- 3 Move the cursor to the Hyphenation checking field, and enter N.
- 4 Press EXIT to return to your document.

Once you change this setting, Automatic GOLD PAGE and GOLD PAGE ignore empty hyphenation zones for all documents you paginate.

To stop Automatic GOLD PAGE:

Press INTERRUPT.

To print a document after using Automatic GOLD PAGE:

- 1 Display the WPS-PLUS Pagination Settings form.
- 2 Set the Auto paginate setting to N.
For information about print settings, see the chapter in this documentation set on printing documents.
- 3 Print the document by following the directions on the screen.

When you set Auto paginate to N, WPS-PLUS paginates a document according to the Total lines per page setting on the WPS-PLUS Pagination Settings form. You can force page breaks with either NEW PAGE marks or PAGE MARKERS.

If you set Auto paginate to Y, WPS-PLUS does not recognize PAGE MARKERS. To force a page break at a PAGE MARKER:

- 1 Delete the PAGE MARKER with DEL CHAR or RUB CHAR.
- 2 Move the cursor to the character after the desired page break.
- 3 Press GOLD NEW PAGE.

GOLD PAGE

Use GOLD PAGE to paginate a document manually so the pages will break in specific places. Each time you press GOLD PAGE, WPS-PLUS advances the cursor the number of lines in the Set current text lines/page setting and inserts a PAGE MARKER. See the section in this chapter on Adjusting Page Size.

NOTE: *If your document contains footnotes, you should use Automatic GOLD PAGE to paginate the entire document, then use GOLD PAGE to adjust PAGE MARKERS as necessary.*

To paginate your document with GOLD PAGE:

- 1 Make sure any text you have added to the document is wrapped correctly. For more information on wrapping text, see the introductory chapter in this guide.
- 2 Move the cursor to the top of the document.

3 Press GOLD PAGE.

WPS-PLUS advances the cursor the number of lines in the Set current text lines/page setting and inserts a PAGE MARKER.

The Widow/orphan control lines setting on the Editor Attributes form also affects pagination. For more information, see the chapter in this documentation set on printing documents. Also, if you have footnotes in your document, many of the settings on the WPS-PLUS Footnote Settings form affect pagination. For more information, see the chapter in this guide on footnotes.

4 Continue pressing GOLD PAGE as needed.

GOLD PAGE stops automatically if:

- WPS-PLUS finds a NEW PAGE mark.
- WPS-PLUS finds a correctly located PAGE MARKER already in the document.
- WPS-PLUS locates an empty hyphenation zone. Use HYPH PUSH to hyphenate the word, then press GOLD PAGE again. (See the chapter in this guide on hyphenating words.) WPS-PLUS continues counting lines from where it stopped.

If you want GOLD PAGE to ignore empty hyphenation zones, you can change the Hyphenation checking setting at the Editor Attributes form. For more information, see the section in this chapter on Automatic GOLD PAGE.

- The cursor reaches the bottom of the document.

To stop GOLD PAGE:

Press INTERRUPT.

To restart GOLD PAGE:

Press GOLD PAGE again.

If you are not satisfied with the position of a PAGE MARKER inserted by GOLD PAGE:

- 1 Delete the PAGE MARKER with DEL CHAR or RUB CHAR.
- 2 Move the cursor backward to where you want the page break.
- 3 Press GOLD PAGE MARKER to insert a new PAGE MARKER.
- 4 Press GOLD PAGE to continue.

NOTE: *When you change the location of a page-end marker (NEW PAGE mark or PAGE MARKER), move the marker backward, not forward. If you move it forward, there may be too many lines between page-end markers to fit on a page.*

To print a document after using GOLD PAGE:

- 1 Display the WPS-PLUS Pagination Settings form.
- 2 Set the Auto paginate setting to N.
For information about print settings, see the chapter in this documentation set on printing documents.
- 3 Print the document by following the directions on the screen.

When you set Auto paginate to N, WPS-PLUS paginates a document according to the Total lines per page setting on the WPS-PLUS Pagination Settings form. You can force page breaks with either NEW PAGE marks or PAGE MARKERS.

Summary of Pagination Methods

Table 14-1 summarizes the ways to paginate a document with WPS-PLUS.

Table 14-1 **Methods of Paginating**

Use	To
GOLD NEW PAGE	Insert NEW PAGE marks to force new pages to begin in specific places. Use GOLD NEW PAGE instead of GOLD PAGE MARKER if you are using automatic pagination.
GOLD PAGE MARKER	Insert PAGE MARKERs to force new pages to begin in specific places or to move PAGE MARKERs inserted by GOLD PAGE. Use GOLD PAGE MARKER instead of GOLD NEW PAGE if you are not using automatic pagination, or if you will need to repaginate your document later.
Automatic Pagination	Paginate your document as part of the printing operation.
Automatic GOLD PAGE	Insert PAGE MARKERs throughout your document at intervals controlled by the Set current text lines/page setting at the Editor Attributes form. Automatic GOLD PAGE and GOLD PAGE let you examine where pages break before you print.
GOLD PAGE	Insert PAGE MARKERs one at a time at intervals controlled by the Set current text lines/page setting at the Editor Attributes form.

Adjusting Page Size

Two settings on the Editor Attributes form affect page size:

- Set current text lines/page
- Set standard text lines/page

Default for both settings: 54

Possible values for both settings: Any number between 1 and 168

Each document can have a different current text lines/page value. When you use GOLD PAGE or Automatic GOLD PAGE, WPS-PLUS uses this value to paginate the document. For example, if the setting is 54, WPS-PLUS inserts PAGE MARKERs after every 54 lines of text when you use GOLD PAGE or Automatic GOLD PAGE.

The standard text lines/page value is used on all new documents. When you create a new document, WPS-PLUS sets the current text lines/page value equal to the standard text lines/page value.

To change the standard text size for new documents:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears.
- 2 Enter EA.
The Editor Attributes form appears.
- 3 Move the cursor to the Set standard text lines/page setting, and enter the number of lines per page.
- 4 Press EXIT to return to your document.

After you change the setting, all documents you create will use that standard text size.

To change the current text size for the current document:

- 1 Press MAIN SCREEN while you are editing a document.
The Editor menu appears.
- 2 Enter EA.
The Editor Attributes form appears.
- 3 Move the cursor to the Set current text lines/page setting, and enter the number of lines per page.
- 4 Press EXIT to return to your document.

The current text size setting overrides the standard text size setting for that document only.

The Two-Dimensional Editor

This chapter explains how to:

- Create a diagram using the WPS-PLUS Two-Dimensional Editor (TDE)
- Get Help while using the TDE
- Use the TDE pen
- Enter and delete text in a diagram
- Use shading in a diagram
- Use working regions and wrapping regions
- Select and use areas of a diagram

The Two-Dimensional Editor lets you create and edit diagrams containing vertical and horizontal lines, shading, text, and a variety of special characters. You can create diagrams using characters instead of lines, and you can move, copy, or overlay any part of a diagram.

Entering the TDE

To create a new TDE diagram:

- 1 Press **GOLD CHANGE EDITOR**.
WPS-PLUS inserts **START PICTURE** and **END PICTURE** markers at the cursor position.
- 2 Press **GOLD CHANGE EDITOR** again.
WPS-PLUS clears the screen, except for the status line at the bottom.

To edit an existing TDE diagram:

- 1 Place the cursor at the **START PICTURE** marker, the **END PICTURE** marker, or anywhere between the markers.
- 2 Press **GOLD CHANGE EDITOR**.

Exiting the TDE

To exit the TDE and return to the text editor:

Press **GOLD CHANGE EDITOR**.

Getting Help

To display the TDE function keys:

- 1 Press **GOLD CHANGE EDITOR** twice to start a TDE diagram.
- 2 Press **HELP**.
WPS-PLUS displays the keypad as shown in Figure 15-2, and a table of additional TDE keys.

To get Help on the function of a specific key:

- 1 Press **GOLD CHANGE EDITOR** twice to start a TDE diagram.

- 2 Press **HELP**.
- 3 Press the key you want to read about.

Information about the function of that key appears on your screen.

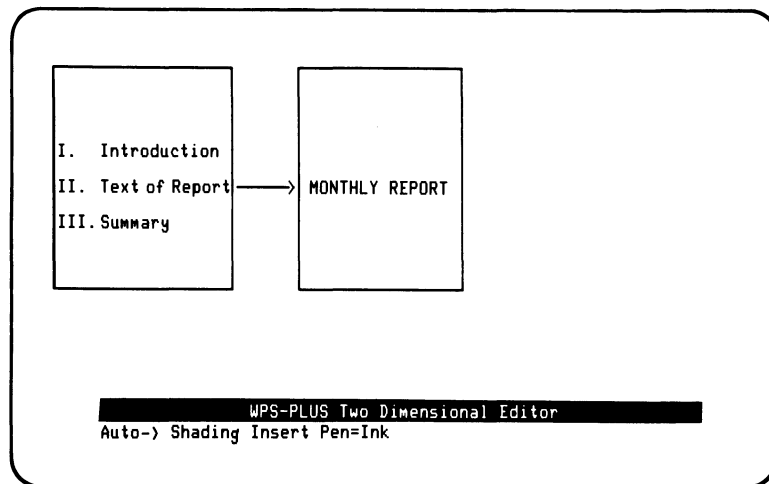
To access an additional TDE Help menu:

- 1 Press **PAGE**.
A Help menu appears.
- 2 Follow the directions on your screen.

Before using the TDE, follow the instructions in the section on **Drawing a Simple Diagram**. Once you have learned the steps in that procedure, use the rest of this chapter as a reference to other TDE functions.

Drawing a Simple Diagram

Figure 15-1 shows a simple diagram you can draw with the TDE.



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Figure 15-1 Drawing a Simple Diagram

To draw this diagram in your document:

- 1 Press GOLD CHANGE EDITOR.

WPS-PLUS inserts START PICTURE and END PICTURE markers at the cursor position.

- 2 Press GOLD CHANGE EDITOR again.

WPS-PLUS clears the screen, except for a status line at the bottom. You are ready to create a diagram.

- 3 Press DOWN ARROW five times and RIGHT ARROW twice to position the cursor for text entry.

- 4 Type the text for the first box, as shown in Figure 15-1. Use the arrow keys to position the cursor near the middle of the screen, and type the text for the second box.

If you make a mistake, use DEL CHAR or RUB CHAR.

- 5 Press GOLD TOP DOCMT to move the cursor to the top left corner of the screen.

- 6 Press SEL.

A rectangular select mark appears on the screen.

- 7 Press DOWN ARROW until the cursor is lower than the text typed for the first box.

- 8 Press RIGHT ARROW until the cursor is farther right than the text for the first box.

- 9 Press TAB POS.

The TDE draws a box outline around the text and removes the select mark.

- 10 Use the same procedure to draw another box around the text for the second box.

- 11 Move the cursor to the right side of the first box (where the line between the boxes begins).

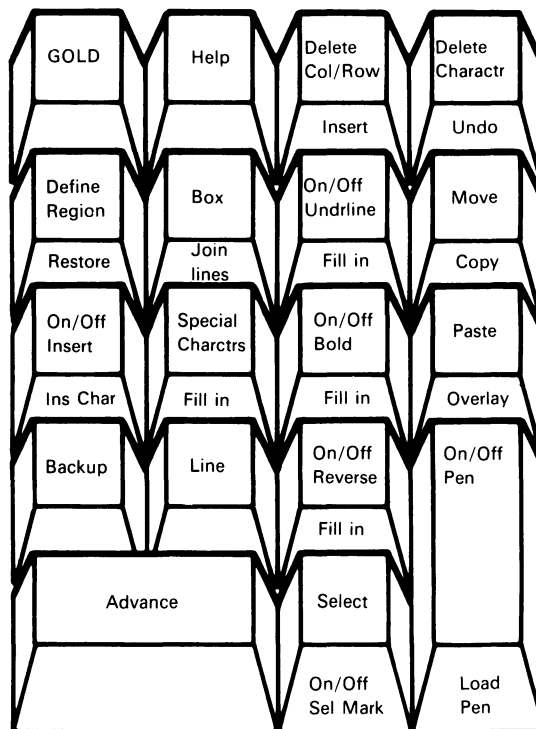
- 12 Press ENTER to turn on the pen.

On the bottom of your screen, the word Pen lights up.

- 13 Use RIGHT ARROW to draw the line, leaving a space for the arrowhead.
- 14 Press ENTER to turn off the pen.
- 15 Press RIGHT ARROW to move the cursor one space right.
- 16 Hold down SHIFT and type > to make the arrowhead.
- 17 Press GOLD CHANGE EDITOR to end the diagram and leave the TDE.

Two-Dimensional Editor (TDE) Function Keys

In the previous example, you used TAB POS to form a box in a two-dimensional diagram. Other keys also have alternate functions when you are using the TDE. Figure 15-2 shows the TDE functions on the keypad, and Table 15-1 lists the TDE functions on the main keyboard.



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Figure 15-2 The Two-Dimensional Editor (TDE) Keypad Functions

Table 15-1 Main Keyboard Functions in the TDE

Press	To
GOLD CHANGE EDITOR	Enter or exit the TDE and return to normal editing. To create a drawing, press GOLD CHANGE EDITOR twice.
GOLD E	Erase selected areas of a diagram. See the section in this chapter on Deleting Diagrams and Text.
GOLD numeral	Repeat keyboard functions. See the section in this chapter on Repeating Functions or Keystrokes.

(Cont.)

Table 15-1 Main Keyboard Functions in the TDE (Cont.)

Press	To
GOLD RULER	Display the TDE Ruler. See the section in this chapter on Using Rulers.
GOLD TAB	Move the cursor to the right side of the screen.
GOLD HYPH PULL	Move the cursor to the left side of the screen.
GOLD TOP DOCMT	Move the cursor to the top of the screen.
GOLD BOT DOCMT	Move the cursor to the bottom of the screen.
GOLD arrow keys	Change direction of the text. See the section in this chapter on Autodirection.
CTRL/U	Erase the line to the left of the cursor.
CTRL/W	Refresh the screen.

Moving the Cursor

Table 15-2 shows the keys you can use to move the cursor in the TDE without inserting lines or text in the diagram.

Table 15-2 Cursor Keys in the TDE

Press	To
Arrow keys	Move the cursor one space in the direction of the arrow.
BACK UP	Move the cursor one space to the left.
ADVANCE	Move the cursor one space to the right.
BACK UP LINE	Move the cursor to the start of the previous line.

(Cont.)

Table 15-2 **Cursor Keys in the TDE (Cont.)**

Press	To
ADVANCE LINE	Move the cursor to the start of the next line.
TAB	Move the cursor to the next tab position, as defined by the current TDE ruler. See the section in this chapter on Using Rulers.
GOLD TAB	Move the cursor to the right edge of the screen.
GOLD HYPH PULL	Move the cursor to the left edge of the screen.
GOLD TOP DOCMT	Move the cursor to the top left corner.
GOLD BOT DOCMT	Move the cursor to the bottom right corner.
RETURN	Move the cursor down one line and to the left edge of the screen.

Using Rulers

Every diagram has its own ruler, independent of the text editing rulers. This ruler controls the movement of the cursor when you press the TAB key, just as a text ruler does. However, rulers for diagrams use only left-justified tabs (marked with reverse video blocks), not left or right margin settings. The ruler in a newly created diagram has a tab marker every eight columns.

To change or view the tab positions in the ruler of the current diagram:

 Press **GOLD RULER**.

WPS-PLUS displays the current ruler at the bottom of the screen.

WPS-PLUS does not save ruler settings in the TDE. Once you exit the TDE, the ruler resets to the settings for a new TDE diagram.

When you print a diagram, the width of the diagram is controlled by the current text editing ruler in your document, not the TDE ruler. Use the TDE ruler only for formatting within the TDE, not for printing the document. For more information, see the section in this chapter on Printing Diagrams.

Table 15-3 lists the keys you can use to make changes in the TDE ruler.

Table 15-3 Keys Used in the TDE Ruler

Press	To
RIGHT ARROW or LEFT ARROW	Move the cursor right or left in the ruler.
TAB	Move the cursor to the next tab position.
DOWN ARROW	Set a tab.
UP ARROW	Clear a tab.
DEL WORD	Clear all tabs.
GOLD SEL	Reset the ruler to the default tab positions — one every eight spaces.
RETURN	File the ruler and return to the diagram.

Using the Pen

The TDE pen lets you draw a continuous string of characters as you move the cursor in the TDE. You load the character you want in the pen, then use the cursor keys to draw the characters.

To turn on the pen:

Press ENTER.

On the status line at the bottom of the screen, the word **Pen** is bolded. When you use the pen for the first time, the pen is loaded with ink, so WPS-PLUS draws a continuous line as you move the cursor with the arrow keys.

To turn off the pen:

Press **ENTER** again.

Loading the Pen

To draw a diagram, the pen must be loaded. You can load the pen with any character, an eraser, or shading. When the pen is loaded, the cursor leaves a continuous trail behind it as it moves. By default, the pen is loaded with ink, so the pen creates a continuous line when you move the cursor.

To load the pen:

- 1 Press **GOLD ENTER**.
- 2 Press one of the keys listed in Table 15-4.

Table 15-4 Keys Used to Load the TDE Pen

Press GOLD ENTER , then	To Load	Description
PASTE	Ink	The word Ink appears next to the word Pen at the bottom of the screen. The pen draws vertical and horizontal lines on the screen when you use the arrow keys.
DEL CHAR	Eraser	The word Eraser appears next to the word Pen at the bottom of the screen. The pen erases text and diagrams when you use the arrow keys.

(Cont.)

Table 15-4 Keys Used to Load the TDE Pen (Cont.)

Press GOLD ENTER, then	To Load	Description
CUT, then the shading key you want to use	Shading	The word Shading appears next to the word Pen at the bottom of the screen. There are three types of shading you can use. See the section in this chapter on Shading.
A main keyboard character	Main keyboard character	The character you choose appears next to the word Pen at the bottom of the screen. The pen draws a continuous line of that character when you use the arrow keys.
The special character you want to use	Special characters	The special character you choose appears next to the word Pen at the bottom of the screen. The pen draws a continuous line of special characters when you use the arrow keys. See the section in this chapter on Special Characters.
ALT CHAR, then the appropriate Technical Character Set key on the main keyboard	Technical characters	The technical character you choose appears next to the word Pen at the bottom of the screen. The pen draws a continuous line of technical characters when you use the arrow keys. If you are using the TCS lock, you do not need to press ALT CHAR. For information on the Technical Character Set, see the chapter in this guide on the Technical Character Set.
GOLD PASTE	Overlay Ink	The word Over Ink appears next to the word Pen at the bottom of the screen. The pen draws vertical and horizontal lines on the screen when you use the arrow keys, but when you draw a line over an existing line, the new line does not join up with the old one. See the section in this chapter on Joining Lines in Areas.

Entering Text

You can enter and edit text as well as diagrams when using the TDE. However, some additional features are available when you enter text in the TDE. See the sections in this chapter on Overstrike and Insert Modes, and Autodirection.

You can also copy text from the text editing area of the current document or from another document into the drawing. You can use:

- Cut and paste. For more information about moving text, see the chapter in this guide on moving text.
- Abbreviation and library documents. See the section in this chapter on Using Abbreviation and Library Documents.

If you want to create a TDE diagram longer than 22 lines, see the section Extending a TDE Diagram to a Second Screen. If you want to create a TDE diagram that is wider than 80 columns, see the section Creating Wide TDE Diagrams.

Overstrike and Insert Modes

You can enter text in overstrike mode or in insert mode. By default, you start out in overstrike mode, which allows you to type over existing text.

To insert characters and shift existing characters to the right (insert mode):

Press **WORD**.

The word **Insert** is bolded on the status line at the bottom of the screen.

To return to overstrike mode:

Press **WORD** again.

Autodirection

Normally you enter text from left to right, but in the TDE, you can enter text in any direction you choose. The arrow key next to the word **Auto** on the status line indicates text direction. When you start a diagram, the direction is left to right and the status line reads **Auto->**.

Most character-entry and character-erasure functions change direction when you change the autodirection setting. For example, if you press the RUB CHAR key with Auto- v, the cursor moves up to erase the last character you typed.

Table 15-5 lists the TDE functions that change direction when you change the autodirection setting.

Table 15-5 TDE Functions Affected by Autodirection

Function	For More Information
Text entry	See the following example.
Copy area	See the section in this chapter on Copying Areas Within Diagrams.
RUB CHAR	See the section in this chapter on Deleting Diagrams and Text.
DEL CHAR	See the section in this chapter on Deleting Diagrams and Text.
Inserting a column or row	See the section in this chapter on Inserting a Column or Row.
Deleting a column or row	See the section in this chapter on Deleting Diagrams and Text.
CTRL/U	See the section in this chapter on Deleting Diagrams and Text.

To enter text in a different direction:

- 1 Press GOLD.
- 2 Press the arrow key for the direction you want.

For example, to enter vertical text:

Press GOLD DOWN ARROW.

The status line reads Auto- v. As you type, text moves down the screen:

```
Y   A   V   L
O   P   E   I
U   P   R   N
R   E   T   E
      A   I   S
T   R   C   .
E   S   A
X           L
T   I
      N
```

If you press GOLD LEFT ARROW (←), the status line reads Auto-< and the text moves from right to left. If you press GOLD UP ARROW (↑), the status line reads Auto- ^ and the text moves from bottom to top.

Inserting a Column or Row

To open an empty column:

- 1 Set the Auto setting at the bottom left corner of the screen to Left or Right.

See the section in this chapter on Autodirection.

- 2 Press GOLD DEL WORD.

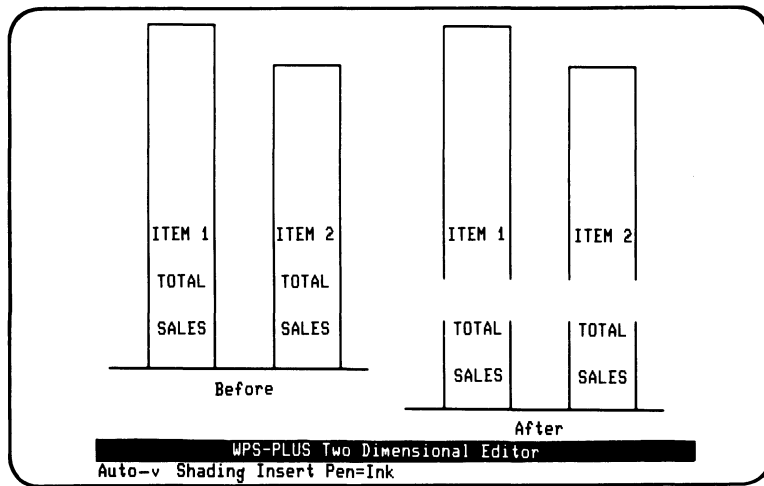
To open an empty row:

- 1 Set the Auto setting in the bottom left corner of the screen to Up or Down.

See the section in this chapter on Autodirection.

- 2 Press GOLD DEL WORD.

For example, in Figure 15-3, the Auto setting is set to Down. When you press GOLD DEL WORD, a row is opened up between the words ITEM 1 and the word TOTAL. Another row of text can now be added to the diagram.



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Figure 15-3 Inserting a Row in a Diagram

Deleting Diagrams and Text

To delete a line:

Press CTRL/U.

WPS-PLUS deletes the line before, after, above, or below the cursor, depending on the autodirection setting. See the section in this chapter on Autodirection.

To correct small mistakes:

Use DEL CHAR and RUB CHAR.

Deleting a character with DEL CHAR pulls the rest of the line toward the cursor.

For example:

Before: Paris in thre spring

After: Paris in the spring

To delete a column or line:

- 1 Place the cursor anywhere in the column or line.
- 2 Press DEL WORD.

If the Auto setting on the status line of the screen reads -> or -<, the column is deleted. If the Auto setting reads -^ or -v, the line is deleted. See the section in this chapter on Autodirection.

To delete a selected area:

Press GOLD E.

WPS-PLUS erases all characters in the selected area and removes the select mark. See the section in this chapter on Using Selected Areas.

To delete an entire diagram while you are not in the TDE:

- 1 Move the cursor immediately above the START PICTURE marker.
- 2 Press SEL.
- 3 Move the cursor to the line below the END PICTURE marker.
- 4 Press CUT.

The Undo Command

To undo your last action:

Press GOLD DEL CHAR.

For instance, if you erased a line by mistake, you can get the line back by pressing GOLD DEL CHAR.

NOTE: *You can undo only your last action. If you erase two lines, you can restore the second line, but not the first.*

You can also undo other functions, such as shading and copying.

Drawing Boxes

You can draw boxes using the pen function, but you can also use the box function, which is faster.

To draw a box:

- 1 Place the cursor where you want one corner of the box to go.
- 2 Press SEL.
- 3 Place the cursor where you want the opposite corner of the box.
- 4 Press TAB POS.

WPS-PLUS draws in the box and removes the select mark.

Using Working Regions

A working region acts like a miniature screen. The cursor cannot move beyond it, and nothing you do inside the working region affects the rest of the diagram.

Use a working region to fit text into an area you select. You can also use a working region to align text on the left as you type.

To define a selected area as a working region:

Press SENT.

WPS-PLUS outlines the working region in bold lines.

To restore the working region as part of the TDE diagram:

Press GOLD SENT.

You can move the cursor out of the working region.

Using Wrapping Regions

A wrapping region is like a working region, except that WPS-PLUS wraps lines as you add, delete, or paste text. You are also more restricted in the functions available in a wrapping region. Use a wrapping region if you want to wrap text as you type.

To define a selected area as a wrapping region:

Press GOLD W.

WPS-PLUS outlines the wrapping region in bold lines, wraps all characters within the region (including line drawings), and positions the cursor at the first character in the region.

As you add, delete, or paste text, WPS-PLUS continues to wrap the text. If you type or paste too much text for the size of the region, you receive an error message. You can leave only one space between characters in the region.

TDE functions do not operate in a wrapping region, and the status line disappears. Use the arrow keys to move the cursor within the region, and press RUB CHAR to delete text.

To restore the wrapping region as part of the TDE diagram:

Press GOLD SENT.

You can now move the cursor out of the wrapping region.

Shading

There are three kinds of shading:

- Reverse video
- Bolding
- Underlining

Reverse video characters appear in white spaces if your screen is black, or in black spaces if your screen is white. Bolded characters appear on the screen brighter than other characters.

You can use the three kinds of shading in any combination, and you can use them with lines or with text. You can apply shading to, or remove shading from, an entire area of a diagram. See the section in this chapter on Shading Areas.

Bolding and underlining appear in the printed document. Reverse video does not.

To turn on shading:

Press one or more of the shading keys.

- Press UPPER CASE to turn on reverse video.
- Press BOLD to turn on bolding.
- Press UNDER LINE to turn on underlining.

To turn off shading:

Press the appropriate shading key(s) again.

Using Selected Areas

You can select rectangular areas of a diagram and work with them instead of with individual character positions. These areas are called selected areas.

Selecting Areas

You can identify a rectangular area of your diagram as a selected area. Once you identify a selected area, you can:

- Move the area from one place to another in the diagram.
- Copy the area within the diagram, between diagrams, into the WPS-PLUS text editor, or into another document.
- Fill the area with a chosen character.

- Shade the area.
- Join the overwritten lines in an area.
- Erase the area. See the section in this chapter on Deleting Diagrams and Text.
- Draw a box around the area. See the section in this chapter on Drawing Boxes.
- Define the area as a working region. See the section in this chapter on Using Working Regions.
- Define the area as a wrapping region. See the section in this chapter on Using Wrapping Regions.

To select an area of the current diagram:

- 1 Move the cursor to one corner of the area you want to select.
- 2 Press SEL.

The select mark appears.

- 3 Move the cursor to the opposite corner of the area you wish to select.

NOTE: *The select mark does not appear on the screen if you write over it or use the selected area, but it is still in effect.*

To display or temporarily remove the select mark:

Press GOLD SEL.

GOLD SEL lets you find the selected point if you lose track of it, or remove the select mark if you want to see how the screen looks without it.

Moving Areas

To move a selected area to a new place in the current diagram:

- 1 Select the area you want to move.
- 2 Press CUT.

- 3 Use the arrow keys to move the cursor to the new position.

A copy of the area moves with the cursor.

- 4 Press ENTER.

WPS-PLUS inserts the area where you have moved it.

To keep the original:

Press DEL CHAR any time between pressing CUT and pressing ENTER.

To cancel keeping the original:

Press DEL CHAR again.

Figure 15-4 shows how you can move a section of a diagram with DOWN ARROW. (Compare with Figure 15-1.)

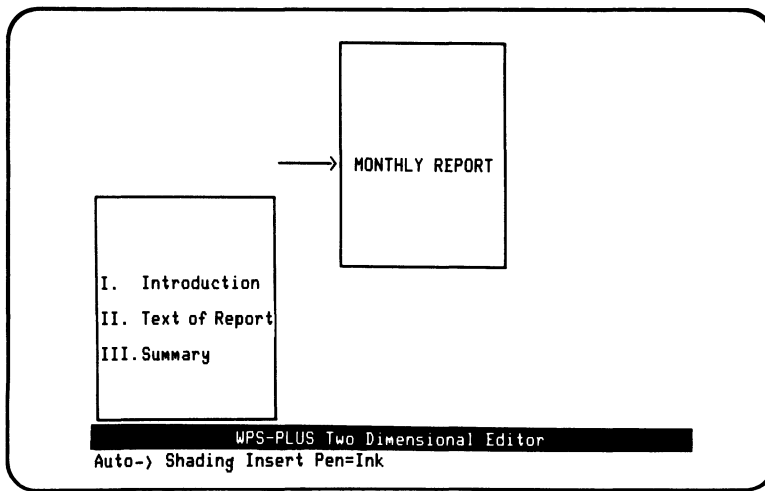
To overlay the moved copy on the diagram beneath:

Press PASTE any time between pressing CUT and pressing ENTER.

NOTE: *Do not press PASTE unless you have selected and cut an area first. Otherwise you paste the previous paste area and can lose part or all of your TDE diagram. If this happens, press GOLD DEL CHAR immediately to restore your TDE diagram on the screen.*

To cancel the overlay:

Press PASTE again.



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Figure 15-4 Moving a Selected Area of a Diagram

Copying Areas Within Diagrams

To copy the selected area within a diagram:

- 1 Select the area you want to copy.
- 2 Press GOLD CUT.
- 3 Move the cursor to where you want the copied area.
- 4 Press PASTE. WPS-PLUS places the selected area above, below, before, or after the cursor, depending on how the autodirection is set. See Table 15-6 and the section in this chapter on Autodirection.

OR

Press GOLD PASTE.

Spaces in the selected area do not erase occupied spaces in the current diagram. This lets you overlay one image on top of another.

To copy a selected area from one diagram to another:

- 1 Select the area you want to move.
- 2 Press GOLD CUT.

- 3 Press **GOLD CHANGE EDITOR** to exit the TDE.
- 4 Move the cursor over an existing diagram and press **GOLD CHANGE EDITOR** to begin editing the diagram.

OR

Move the cursor to where you want a new diagram and press **GOLD CHANGE EDITOR** twice to start the diagram.

- 5 Press **PASTE**. WPS-PLUS places the selected area above, below, before, or after the cursor, depending on how the autodirection is set. See Table 15-6 and the section in this chapter on Autodirection.

OR

Press **GOLD PASTE**.

Spaces in the selected area do not erase occupied spaces in the current diagram. This lets you overlay one image on top of another.

When you copy a selected area, WPS-PLUS inserts the copied area according to the autodirection setting. Use Table 15-6 to place the cursor for copying.

Table 15-6 Autodirection

If Autodirection is	Place the cursor
Auto->	Where the upper left corner of the area will be copied.
Auto-∨	Where the upper right corner of the area will be copied.
Auto-<	Where the lower right corner of the area will be copied.
Auto-^	Where the lower left corner of the area will be copied.

Copying Areas into the Text Editor

To copy a selected area from the TDE into the text editor:

- 1 Select the area you want to copy.

- 2 Press GOLD CUT.
- 3 Press GOLD CHANGE EDITOR to exit the TDE.
- 4 Move the cursor to where you want the selected area.
- 5 Press GOLD PASTE. The selected text is inserted at the cursor with a no-wrap ruler. You can now edit the picture just as you edit text in a normal WPS-PLUS document.

OR

Press PASTE. The selected text is inserted at the cursor. If you use PASTE and not GOLD PASTE, be sure the selected area will fit within the margins of the current ruler for the text area that will be receiving the diagram.

For example, if you want to copy the selected area of the diagram into a text area that has a right margin set at 65, be sure the selected area will fit within that margin. Otherwise, the diagram will not be formatted correctly when you copy it.

You can also copy the selected area into another document by using GOLD WRITE DOCMT. For more information about transferring text between documents, see the chapter in this guide on moving text.

Filling in Areas

To fill a selected area with a character:

- 1 Press GOLD PARA.
- 2 Press the key for the character you want to use in the area.

You can use any key from the main keyboard, or see Table 15-7 for the keystrokes for special characters.

Shading Areas

You can use the three types of shading to highlight a selected area in one or more ways.

To shade everything in the selected area:

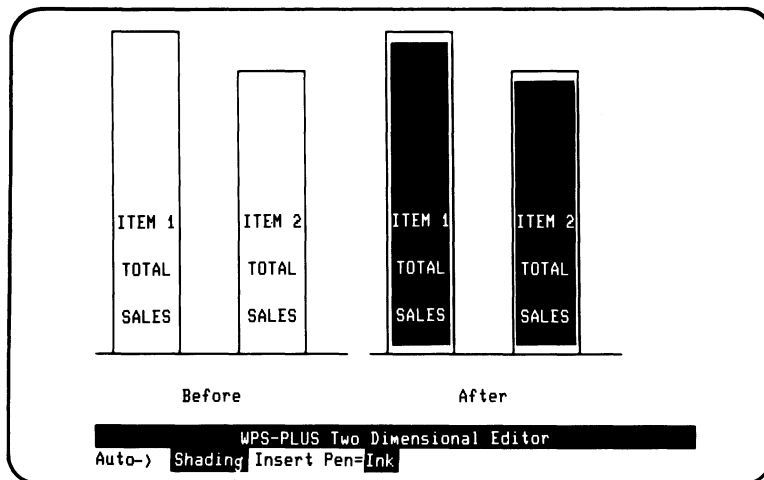
- 1 Turn on the shading you want to use:
 - Press UPPER CASE for reverse video.
 - Press BOLD for bolding.
 - Press UNDER LINE for underlining.
- 2 Press GOLD, then UPPER CASE, BOLD, or UNDER LINE.

To shade a selected area in more than one way:

- 1 Select the area again.
- 2 Repeat the steps for shading a selected area.

Bolding and underlining appear in the printed document. Reverse video does not.

Figure 15-5 shows how you can shade an area of a diagram with reverse video.



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Figure 15-5 Shading an Area

To remove shading in the selected area:

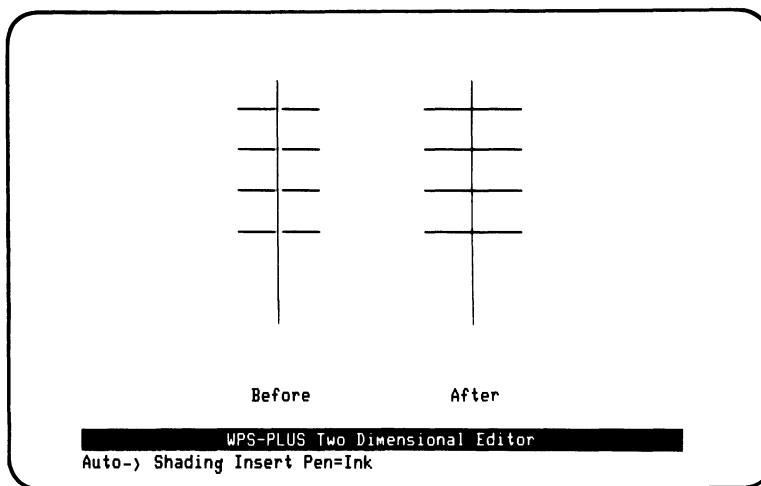
- 1 Check the word Shading on the status line to be sure the shading you want to remove is turned off.
- 2 Press GOLD and the shading key.

Joining Lines in Areas

Sometimes when lines intersect in a TDE diagram (as when Overlay Ink is loaded in the pen), a gap appears where the lines meet. To join intersecting or overlaid lines in the selected area:

Press GOLD TAB POS.

See Figure 15-6.



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Figure 15-6 Joining Overlaid Lines

Repeating Functions or Keystrokes

When you edit diagrams, you can have a particular function or keystroke repeat a given number of times. For example, you might want to paste a particular piece of text five times, or draw a line of 80 asterisks.

To repeat a keyboard function or keystroke:

- 1 Press GOLD.
- 2 Type the number of times you want to perform the function.
- 3 Press the appropriate key(s).

Special Characters

To display a special character:

- 1 Press PARA.
- 2 Use one of the keystrokes listed in Table 15-7.
The special character appears on the screen.

To load the pen with a special character:

- 1 Press GOLD ENTER.
- 2 Use any keystroke listed in Table 15-7.

Table 15-7 lists the special characters you can use in the Two-Dimensional Editor.

Table 15-7 Special Characters

Special Character	Keystrokes
C_R	RETURN
F_F	CTRL/L
H_T	TAB
L_F	RUB WORD
V_T	CTRL/K
.	SEL
⌘	GOLD *
+	PARA
°	GOLD O
◆	GOLD ^
≥	GOLD >
—	GOLD 1
—	ADVANCE
≤	GOLD <
—	GOLD 5
—	GOLD 2
—	GOLD 4
—	GOLD 3
⊕	GOLD =
π	GOLD "
±	GOLD +
⊥	LINE
⌞	WORD
⌞	BOLD
⌞	TAB POS
	ENTER

Table 15-7 Special Characters (Cont.)

Special Character	Keystrokes
┌	SENT
└	UNDER LINE
┐	BACK UP
┘	UPPER CASE

You can also display technical characters in the TDE. See the chapter in this guide on the Technical Character Set.

Using Abbreviation and Library Documents

You can use the GOLD LIBRY and GOLD ABBRV functions to insert stored text in TDE diagrams. However, WPS-PLUS treats the functions differently in the TDE.

To use GOLD LIBRY in a TDE diagram:

- 1 Select the appropriate library document at the Editor menu.
For more information about creating and using abbreviation and library documents, see the chapter in this guide on abbreviation and library documents.
- 2 Press GOLD CHANGE EDITOR twice to start a new diagram.
OR
Move the cursor over an existing diagram and press GOLD CHANGE EDITOR.
- 3 Press GOLD LIBRY.
The LIBRY element: prompt appears.

- 4 Enter the short phrase that identifies the text or diagram in your library document.

The text or diagram from the library document is moved to the paste area of the document you are editing.

- 5 Move the cursor to where you want to insert the stored text.
- 6 Press PASTE.

The text or diagram from the library document is inserted at the cursor.

To use GOLD ABBRV in a TDE diagram:

- 1 Select the appropriate abbreviation document at the Editor menu.

For more information about creating and using abbreviation documents, see the chapter in this guide on abbreviation and library documents.

- 2 Press GOLD CHANGE EDITOR twice to start a new diagram.

OR

Move the cursor over an existing diagram and press GOLD CHANGE EDITOR.

- 3 Press GOLD ABBRV.

The ABBRV element: prompt appears.

- 4 Enter the two-letter abbreviation that identifies the text or diagram in your abbreviation document.

The text or diagram from the abbreviation document is moved to the paste area of the document you are editing.

- 5 Move the cursor to where you want to insert the stored text.
- 6 Press PASTE.

The text or diagram from the abbreviation document is inserted at the cursor.

For more information on abbreviation and library documents, see the chapter in this guide on abbreviation and library documents.

Extending a TDE Diagram to a Second Screen

Because the TDE screen is limited to 22 lines, you must use two or more TDE screens to create a large diagram. To extend a TDE diagram beyond one screen, create a second TDE diagram directly below the first. Continue adding screens this way until you have created the diagram you want.

To extend a TDE diagram to a second screen:

- 1 Create the top part of the diagram on the first TDE screen.
- 2 Before you exit the TDE, press **GOLD RULER** to display the TDE ruler, and note the column number of any vertical line or mark that will extend from the first diagram to the second.
- 3 Press **RETURN** to file the ruler and return to the diagram.
- 4 Press **GOLD CHANGE EDITOR** to exit the TDE.
- 5 Move the cursor directly below the **END PICTURE** marker that marks the end of the top part of the diagram.
- 6 Press **GOLD CHANGE EDITOR** to start a second TDE screen.
Be sure there are no blank lines between the two diagrams, or your diagram will not print correctly.
- 7 Press **GOLD RULER** to display the TDE ruler, and press **DOWN ARROW** to set a tab at the column(s) you noted in step 2.
- 8 Press **RETURN** to file the ruler and return to the diagram.
- 9 Press **TAB** to move the cursor to the column(s) where you want to extend a line or mark to the second diagram.
- 10 Create the rest of the second diagram.
Repeat steps 5 through 10 to create additional TDE screens that are part of one diagram.

Creating Wide TDE Diagrams

Normally a TDE diagram is 80 columns wide. However, you can create diagrams up to 132 columns wide by using a wide ruler with the TDE. A wide ruler has a right margin set past column 80.

Note that you must embed the wide ruler before you enter the TDE. You cannot create a wide ruler within the TDE. For more information on wide rulers, see the chapter in this guide on rulers.

When you create a wide TDE diagram, you should use wide screen display so that you can see the 132 columns of the TDE on your screen. You can use wide screen display by changing the Set wide screen setting at the Editor Attributes form to Y. For more information on using wide screen display, see the chapter in this guide on rulers.

When you print the diagram, the horizontal lines or marks print continuously, up to 132 columns or your right margin setting.

Printing Diagrams

WPS-PLUS prints diagrams as part of the document. It does not print the START PICTURE and END PICTURE markers.

The quality of the printed diagram depends on the kind of printer you use. Some printers can print all the features in a diagram except for reverse video. Other printers may leave out highlighting or special characters. To check if your printer can print all the features in TDE diagrams, see the chapter in this documentation set on printing.

When you print a document, the width of the diagram is controlled by the current text editing ruler in your document. If your TDE diagrams extend farther right than the right margin setting in the text editing ruler, change the right margin as necessary. Any area extending beyond the current right margin will not be printed.

Before you print TDE diagrams, change the following settings on the WPS-PLUS Pagination Settings form:

- Print quality: LETTER
- Vertical lines per inch: 8

Otherwise, the vertical lines in your diagram will print as dashes instead of continuous lines. When you set Vertical lines per inch to 8, the printer leaves no space between the vertical dashes. For more information on print settings, see the chapter in this documentation set on printing.

If you want to print a TDE diagram in landscape format on an LN03 printer, you may need to add an extra memory cartridge to the LN03. Otherwise the diagram will not print correctly.

Restrictions

- You cannot edit a diagram while you are text editing.
- You can move the cursor into a diagram, and you can use text editing to search for text or symbols in a diagram. However, you cannot use search-and-replace or global search-and-replace to alter the diagram, and you cannot add, delete, or rename characters.
- You can store but not edit TDE diagrams on DECmate/WPS V2.1 and later versions. Also, if you transfer a diagram with shading to DECmate/WPS, all shading is removed.
- If your system malfunctions while you are editing a TDE diagram, you cannot recover your work during that editing session. You should therefore exit the TDE periodically to save your most recent edits.

Spell Check, Thesaurus, and Usage Alert

This chapter explains how to use Spell Check, the Thesaurus, and the Usage Alert to:

- Verify and correct spelling in a document
- Add words to the list of correct spellings for the current session
- Add words permanently to your personal or international dictionary
- Change dictionaries before and during a Spell Check session
- Check a list of synonyms for a particular word in your document
- Check if you are using a particular word correctly

NOTE: *If Grammar Checker is installed on your system, see the Grammar Checker documentation for information on this option.*

Using Spell Check

When you use Spell Check, WPS-PLUS corrects your spelling by comparing words in your document with words in several dictionaries:

- A master dictionary. You can have one or more master dictionaries installed on your system.
- Your personal dictionary. You have a separate personal dictionary for each language on your system. For example, the ENGLISH and AMERICAN master dictionaries share the same personal dictionary, since they are both English-language dictionaries.
- An international dictionary. You can use this dictionary with every master dictionary installed on your system.
- Any additional dictionaries you have created. You can create up to 10 additional dictionaries and open or close them for any Spell Check session.

WPS-PLUS then highlights words it cannot find in any of these dictionaries. For each such word, WPS-PLUS either displays a list of correct spellings or, if no corrections are available, lets you edit the word yourself.

You can check the spelling and capitalization of:

- All words in a document
- All words in a selected region of a document
- One word in a document

The following sections describe these options.

Checking an Entire Document (SC)

Use the Spell Check (SC) option at the Word and Document Processing menu to check spelling throughout a document. Before you use the Spell Check option, be sure the document you want to check is identified in the Current Document Block.

To check the spelling for an entire document:

Enter SC at the Word and Document Processing menu.

WPS-PLUS stops at the first misspelled word in the document, highlights it, and displays the Spelling menu at the bottom of the screen. You can then replace the word with the correct spelling, or use one of the other Spelling menu options.

NOTE: *Spell Check does not check words in a Two-Dimensional Editor diagram.*

If one of your dictionaries lists an alternative spelling for the misspelled word, that word appears above the Spelling menu, and the Replace option is highlighted. You can then replace the word with the correct spelling, choose a different replacement word in the spelling list, or use one of the other Spelling menu options.

If one of your dictionaries does not list an alternative spelling, the Edit option is highlighted on the Spelling menu. You can then correct the word yourself, or use one of the other Spelling menu options.

When WPS-PLUS has checked the spelling of all the words in your document, you can decide whether to save or delete the spelling changes you have made. To file your document at the end of the Spell Check session:

Press EXIT to file your document with all spelling corrections saved.

OR

Press CANCEL to file your document with no spelling corrections saved.

To exit Spell Check before the end of a Spell Check session:

Use the Finish option at the Spelling menu.

For more information, see the section in this chapter on the Finish Option.

Checking a Selected Region

You can also check the spelling of a selected region of your document while editing.

To check spelling in a selected region of your document:

- 1 Move the cursor to the start of the region you want to check.
- 2 Press SEL.
- 3 Move the cursor to the end of the region you want to check.
- 4 Press GOLD SPELL CHECK.

WPS-PLUS stops at the first misspelled word in the selected region, highlights it, and displays the Spelling menu. If no words in the selected region are misspelled, WPS-PLUS does not display the Spelling menu and you can continue editing.

For instance, to check the spelling of words in the sentence *Always capitalize the first letter of the first word in a sentence*:

- 1 Move the cursor to the first character in the sentence.
- 2 Press SEL.
- 3 Move the cursor to the end of the sentence.
- 4 Press GOLD SPELL CHECK.

The word *capitalize* is highlighted in your text as a misspelled word.

Checking a Single Word

To check the spelling of one word in your document:

- 1 Place the cursor on or immediately after the word you want to check.
- 2 Press GOLD SPELL CHECK.

If the word is misspelled, WPS-PLUS highlights it in your text and displays the Spelling menu.

Changing Master Dictionaries Within a Document

You can change master dictionaries while editing a document, then check the spelling in a particular section of the document. For example, if your document (written primarily in English) has one or more paragraphs written in French, you can change to a French dictionary to check the spelling of those paragraphs, then change back to the English dictionary.

To change a master dictionary within a document:

- 1 Press **GOLD LANGUAGE AIDS**.

The Language Aids menu appears on your screen.

- 2 Press **L**.

The Language option is highlighted.

- 3 Press **RETURN**.

You see the names of all the master dictionaries installed on your system.

- 4 Press **LEFT ARROW** or **RIGHT ARROW** to highlight a different master dictionary. If the word **More** appears at the end of the list, press **M** or **RIGHT ARROW** to see additional dictionaries.

- 5 When you have highlighted the dictionary you want to select, press **RETURN**.

You return to your document. You can now use the new master dictionary you selected to check the spelling of part or all of your document. You continue to use the new master dictionary until the end of the Spell Check session, or until you change the master dictionary again.

Once you have checked the spelling of a particular section, you can use the same procedure to change back to your original master dictionary before you check the rest of the document.

Spelling Menu Options

When WPS-PLUS stops at the first misspelled word in your document, you see the Spelling menu displayed at the bottom of your screen:

Replace Edit Ignore Add Pass Dictionary Finish

Before you can select an option from the Spelling menu, the option must be highlighted. When WPS-PLUS finds a misspelling, the Replace or Edit option is automatically highlighted.

To select a spelling option:

- 1 Press the first letter of the option, or use RIGHT ARROW or LEFT ARROW to move the cursor to the option. If the Replace option is highlighted, press DOWN ARROW first before using the arrow keys to select another option.

The name of the option is highlighted on your screen.

- 2 Press RETURN.

WPS-PLUS performs the function you request and highlights the next misspelled word, if there is one, or ends the Spell Check session.

Replace Option

The Replace option lets you replace a misspelled word with a highlighted word from the spelling list.

To replace a misspelled word in your document:

- 1 If the Replace option is not highlighted, press R at the Spelling menu.
- 2 If no word in the spelling list is highlighted, press RETURN.

- 3 Use RIGHT ARROW or LEFT ARROW to highlight the correct replacement word.

If the word More appears at the end of the spelling list, you can display more replacement words in the list by pressing M or RIGHT ARROW. You can continue to display more replacement words until the words No More appear. Pressing RIGHT ARROW at this point returns you to the first word in the spelling list.

- 4 Press RETURN.

After replacing the misspelled word with the replacement word, WPS-PLUS highlights the next misspelled word, if there is one, or ends the Spell Check session.

Edit Option

When WPS-PLUS cannot find alternative spellings for a word, or when you require a different spelling from those on the spelling list, the Edit option lets you correct the spelling yourself. You can then add the edited word to your personal or international dictionary so WPS-PLUS will treat the word as a correct spelling.

To use the Edit option:

- 1 Press E at the Spelling menu.

The Edit option is highlighted.

- 2 Press RETURN.

The word you want to edit appears above the Spelling menu.

- 3 Correct the word.

Use ADVANCE, BACK UP, RIGHT ARROW, and LEFT ARROW to move the cursor. You can use RUB CHAR and DEL CHAR to edit the word.

- 4 Press RETURN.

The edited word is placed in the document.

WPS-PLUS checks the spelling of the edited word. If the word is spelled correctly, WPS-PLUS highlights the next misspelled word, if there is one, or ends the Spell Check session.

If the edited word is misspelled or not included in one of your dictionaries, the Spelling menu options remain on the screen. You can edit the word again, or select the Ignore, Add, Pass, Dictionary, or Finish option for this word. For more information, see the sections in this chapter on each of these options.

Ignore Option

The Ignore option tells WPS-PLUS that a spelling is to be treated as correct for the current Spell Check session only. You can use this option to prevent WPS-PLUS from treating proper nouns, abbreviations, and rare terms as misspellings. Use the Ignore rather than the Pass option for such words that occur several times in the document.

If you want to add the word to your personal or international dictionary rather than have WPS-PLUS ignore it, use the Add option instead.

To use the Ignore option:

- 1 Press I at the Spelling menu.
The Ignore option is highlighted.
- 2 Press RETURN.

WPS-PLUS highlights the next misspelled word, if there is one, or ends the Spell Check session.

Add Option

The Add option lets you add a correct spelling to your personal or international dictionary. WPS-PLUS will then recognize this spelling as correct for all future Spell Check sessions when you use the current master dictionary, or another master dictionary in the same language.

To use the Add option:

- 1 Use the Dictionary option to select whether the word will be added to your personal or international dictionary. By default, you add the word to your personal dictionary.

For more information, see the section in this chapter on the Dictionary option.

- 2 Press A at the Spelling menu.
The Add option is highlighted.
- 3 Press RETURN.

WPS-PLUS adds the word to your personal or international dictionary, whichever you have selected. WPS-PLUS highlights the next misspelled word, if there is one, or ends the Spell Check session.

Pass Option

The Pass option leaves the highlighted word as it is in your text. If the word appears again in your document, WPS-PLUS again highlights it as a misspelled word. If the word appears more than once in your document, you should use the Ignore or Add option instead.

To use the Pass option:

- 1 Press P at the Spelling menu.
The Pass option is highlighted.
- 2 Press RETURN.

WPS-PLUS highlights the next misspelled word, if there is one, or ends the Spell Check session.

Dictionary Option

The Dictionary option lets you select which dictionary (personal or international) should receive any words you add with the Add option. Once you select a dictionary, you continue to add words to that dictionary during the current Spell Check session, unless you change the dictionary again.

To use the Dictionary option:

- 1 Press D at the Spelling menu.
- 2 Press RETURN.
- 3 Use LEFT ARROW and RIGHT ARROW to highlight the personal or international dictionary.
- 4 Press RETURN to select the highlighted dictionary.

You can now add words to the selected dictionary with the Add option. For more information, see the section in this chapter on the Add option.

You can also change your master dictionary during an editing session. See the section in this chapter on Changing Master Dictionaries Within a Document.

Finish Option

The Finish option ends the Spell Check session. Before you file your document, you can decide whether to save or delete the spelling changes you have made.

To use the Finish option:

- 1 Press F at the Spelling menu.
The Finish option is highlighted.
- 2 Press RETURN, then any key to continue.
- 3 Press EXIT to file your document with all spelling corrections saved.
OR
Press CANCEL to file your document with no spelling corrections saved.

Maintaining Your Spell Check Dictionaries (DIC)

WPS-PLUS corrects your spelling by comparing the words in your document with words in a master dictionary, your personal dictionary, an international dictionary, and any additional dictionaries you have created.

One or more master dictionaries are installed and maintained by your system manager. You maintain the personal dictionary, international dictionary, and additional dictionaries yourself.

You should use personal and additional dictionaries if your documents contain specialized words (personal names, technical vocabulary, and so on). If you include these words in your personal dictionary or additional dictionaries, and open the additional dictionaries for a Spell Check session, WPS-PLUS does not highlight those words as misspellings.

***NOTE:** Do not refile your personal dictionary. If you do, it cannot be used to check your spelling in a document.*

Use the international dictionary to check your spelling with different master dictionaries. Remember that you have a separate personal dictionary for every language installed on your system, but a single international dictionary regardless of how many master dictionaries you have. You can also create up to 10 additional dictionaries, and open or close them for any Spell Check session.

The first time you use Spell Check, an empty personal dictionary is created and stored in the DICTIONARIES folder for every language on your system. An empty international dictionary is also created for you. You can add words to your personal dictionary or international dictionary with the Add option on the Spelling menu. (See the section in this chapter on the Add Option.) You can also create any additional dictionaries you need. For more information, see the section in this chapter on Creating a Dictionary.

If your system manager adds a new language to your system, you must use the Update Language (UL) option to create a personal dictionary for that language. For more information, see the section in this chapter on Updating a Language.

You can maintain your dictionaries in other ways by using the Dictionary Maintenance menu:

To maintain your dictionaries:

- 1 Enter DIC at the Word and Document Processing menu.
- 2 Enter an option on the Dictionary Maintenance menu. Press NEXT SCREEN to see additional options.

The following sections describe the options on the Dictionary Maintenance menu.

Selecting a Dictionary (SEL)

The Select (SEL) option lets you select a personal, international, or additional dictionary to edit, delete, print, read, or format. Information about the dictionary appears in the Current Dictionary Block on the Dictionary Maintenance menu.

To select a dictionary:

- 1 Enter SEL at the Dictionary Maintenance menu.
- 2 Enter information on the Selecting Current Dictionary form.

You can also use UP ARROW and DOWN ARROW to select a dictionary without using the SEL option, just as you do when selecting a document.

Creating a Dictionary (C)

The Create (C) option lets you create an additional dictionary that you can use with any master dictionary installed on your system. You can create up to 10 additional dictionaries, and you can edit or add words to any additional dictionary as needed.

To create an additional dictionary:

- 1 Enter C at the Dictionary Maintenance menu.
- 2 Enter information on the Creating Additional Spell Dictionary form.

Once you create an additional dictionary, you can open it for a particular Spell Check session. Later, if you do not want to use the dictionary, you can close it until you want to open it again. For more information, see the sections in this chapter on Opening a Dictionary and Closing a Dictionary.

Editing a Dictionary (E)

The Edit (E) option lets you add, change, or delete words in a personal, international, or additional dictionary. Use the Select (SEL) option or the arrow keys to select the dictionary you want to edit.

To edit your current dictionary:

- 1 Enter E at the Dictionary Maintenance menu.
- 2 Edit the dictionary as you would any document.
- 3 Press EXIT to file the document with all edits saved.

OR

Press CANCEL to file the document with all edits deleted.

Deleting a Dictionary (D)

The Delete (D) option lets you delete a personal, international, or additional dictionary. Use the Select (SEL) option or the arrow keys to select the dictionary you want to delete.

NOTE: *If you delete a personal or international dictionary, an empty dictionary for the same language is re-created when you use Spell Check again.*

To delete your current dictionary:

- 1 Enter D at the Dictionary Maintenance menu.
- 2 Enter Y when you are asked if you want to delete the dictionary.

The current dictionary is moved to the WASTEBASKET folder. Use the Empty the wastebasket (EW) option at the File Cabinet menu to delete the dictionary permanently.

Printing a Dictionary (P)

The Print (P) option lets you print the contents of a personal, international, or additional dictionary. Use the Select (SEL) option or the arrow keys to select the dictionary you want to print.

To print your current dictionary:

- 1 Enter P at the Dictionary Maintenance menu.
- 2 Enter the required information on the Printing Document form.

If you press NEXT SCREEN at the Printing Document form, you can change only printer control settings, not other settings on the Print Settings menu.

The current dictionary is printed on the printer you specify.

Reading a Dictionary (R)

The Read (R) option lets you display the contents of a personal, international, or additional dictionary. Use the Select (SEL) option or the arrow keys to select the dictionary you want to read.

To read your current dictionary:

- 1 Enter R at the Dictionary Maintenance menu.
- 2 Press RETURN to continue reading your document.

OR

Press EXIT to return to the Dictionary Maintenance menu.

Listing Dictionaries (LD)

The List Dictionaries (LD) option lets you list all the dictionaries in your DICTIONARIES folder for a particular language, or another folder you specify. You can then select a dictionary from the list to read, edit, print, format, or delete.

To display a list of dictionaries:

- 1 Enter LD at the Dictionary Maintenance menu.

The List of Dictionaries form appears on your screen.

- 2 Enter the name of the folder whose dictionaries you want to list. Press FIND to see a list of all the DICTIONARIES folders in your File Cabinet, and select the one you want to list.

A list of dictionaries appears, identified by both title and language. Press RETURN to see additional dictionaries in the folder.

- 3 Enter the line number of the dictionary you want to select as your current dictionary. This dictionary is displayed in the Current Dictionary Block on the Dictionary Maintenance menu.

OR

Press EXIT to return to the Dictionary Maintenance menu.

Formatting a Dictionary (F)

The Format (F) option lets you sort a personal, international, or additional dictionary into alphanumeric order, remove duplicate entries, and arrange the words beginning with the same letter in rows across the page. Use the Select (SEL) option or the arrow keys to select the dictionary you want to format.

To format your current dictionary:

Enter F at the Dictionary Maintenance menu.

You receive a message telling when the formatting is complete, and how many words the dictionary contains. Press RETURN to return to the Dictionary Maintenance menu.

Choosing a Master Dictionary (CMD)

The Choose Master Dictionary (CMD) option lets you choose a different master dictionary. For example, if you have both the AMERICAN and BRITISH dictionaries installed on your system, you can use this option to change from one dictionary to another.

To choose a different master dictionary:

- 1 Enter CMD at the Dictionary Maintenance menu.

The Choose Master Dictionary form appears on your screen.

- 2 Enter the name of the new master dictionary.

Press **FIND** to see a list of your master dictionaries, and follow the screen instructions to select the dictionary you want.

The new master dictionary is displayed in the Current Dictionary Block on the Dictionary Maintenance menu.

You can also change master dictionaries within a document. For more information, see the section in this chapter on Changing Master Dictionaries Within a Document.

Listing Open Dictionaries (LO)

The List of Open Dictionaries (LO) option lets you see a list of your additional dictionaries that are open for the current Spell Check session. The personal dictionary and international dictionary are always open. Any additional dictionaries you create can also be opened if you use the Open Dictionary (OP) option before you check the spelling in a document.

To see a list of your open dictionaries:

- 1 Enter **LO** at the Dictionary Maintenance menu.
You see a list of all the additional dictionaries that are open.
- 2 Press **RETURN** to see additional open dictionaries, and to return to the Dictionary Maintenance menu.

Opening a Dictionary (OP)

The Open Dictionary (OP) option lets you open an additional dictionary for the current Spell Check session. You can then use this dictionary, along with the master dictionary, personal dictionary, and international dictionary, for checking the spelling in a document.

Before you can open an additional dictionary, you must create it by using the Create (C) option on the Dictionary Maintenance menu. Your personal dictionary and international dictionary are always open for every Spell Check session.

To open an additional dictionary:

- 1 Use the SEL option to select the dictionary you want to open.
- 2 Enter OP at the Dictionary Maintenance menu.

You receive a message that the dictionary is open.

Once you have opened a dictionary, it remains open for every Spell Check session unless you close it.

Closing a Dictionary (CL)

The Close Dictionary (CL) option lets you close an additional dictionary for the current Spell Check session. If you have previously opened the dictionary by using the OP option, but do not want to use it for the current Spell Check session, you can close it by using the CL option.

To close an additional dictionary:

- 1 Use the SEL option to select the dictionary you want to close.
- 2 Enter CL at the Dictionary Maintenance menu.

You receive a message that the dictionary is closed.

Remember that you cannot close your personal dictionary or international dictionary, which remain open for every Spell Check session.

Updating a Language (UL)

The Update Language (UL) option creates your personal dictionary for any language that is added to your system. For example, if you have an American-language dictionary installed on your system, and your system manager installs a French-language dictionary, use the UL option to create your personal dictionary for the French language.

To update a language on your system:

Enter UL at the Dictionary Maintenance menu.

You receive a message that the language is updated.

Using the Thesaurus

Use the Thesaurus to find a synonym for a particular word in your document. By invoking the Thesaurus, you can quickly find a more suitable or precise word to insert in your document.

NOTE: *The Thesaurus works only if one or more of the English-language dictionaries are installed on your system.*

To use the Thesaurus within your document:

- 1 Place the cursor on or immediately after the word you want to check.
- 2 Press GOLD LANGUAGE AIDS.
The Language Aids menu appears on your screen.
- 3 Press RETURN.

The selected word is highlighted and the Thesaurus appears. WPS-PLUS lists the part of speech, definition, and synonyms that are most similar to the selected word.

Use the arrow keys to choose the synonym you want to insert. Press RIGHT ARROW to move forward in the list of synonyms, and LEFT ARROW to move backward.

To choose a different definition or part of speech:

Press DOWN ARROW to move forward in the list of definitions.

OR

Press UP ARROW to move backward in the list of definitions.

If the list of definitions contains a MORE message, continue pressing DOWN ARROW to see more definitions.

To replace the selected word in your document with the synonym you have chosen:

Press RETURN.

To exit the Thesaurus without replacing a word:

Press EXIT.

Using the Usage Alert

Use the Usage Alert to check if you are using a particular word correctly. When you select a frequently confused word in your document (for example, *effect* or *affect*), the Usage Alert helps you distinguish which word is correct in the given context.

NOTE: *The Usage Alert works only if one or more of the English-language dictionaries are installed on your system.*

To use the Usage Alert within your document:

- 1 Place the cursor on or immediately after the word you want to check.
- 2 Press GOLD LANGUAGE AIDS.
The Language Aids menu appears on your screen.
- 3 Press U to highlight the Usage option.
- 4 Press RETURN.

The selected word is highlighted and a list of words appears. Each word includes a brief definition to help you identify which word you want.

To choose a different word in the list, press DOWN ARROW to move forward and UP ARROW to move backward in the list.

To replace the selected word in your document with the correct word you have chosen:

Press RETURN.

To exit the Usage Alert without replacing a word:

Press EXIT.

Technical Character Set

This chapter:

- Describes the Technical Character Set (TCS)
- Tells how to access and use the Technical Character Set Library

The Technical Character Set contains the Greek alphabet, mathematical symbols, and other useful symbols.

Figure 17-1 shows the keys on the LK201 keyboard used to generate TCS characters.

Hardware Requirements

To display or print TCS characters, you must have the required hardware. Not all terminals can display the TCS characters, and not all printers can print them.

See the Software Product Description for a complete list of supported hardware. To check if your printer can print technical characters, see the chapter in this documentation set on printing.

If you have the required hardware, you may have to set your terminal differently, or reset your system characteristics.

Using the Technical Character Set

To insert a technical character into your document:

- 1 Press ALT CHAR.
- 2 Press the appropriate Technical Character Set key on the main keyboard. See Figure 17-1.

You can also use the TCS lock to convert your keyboard to the Technical Character Set keyboard (see Figure 17-1). With the TCS lock, you can display technical characters without using the ALT CHAR key each time.

To use the TCS lock:

- 1 Press GOLD ALT CHAR.
- 2 Press the appropriate Technical Character Set keys on the main keyboard.

To return to normal keyboard use:

Press GOLD ALT CHAR again.

See Table 17-2 for a description of the technical characters. The table also lists the fallback characters displayed if you are not using a required terminal. You can print all the technical characters on a properly equipped printer, regardless of how they appear on the screen.

The Technical Character Set Library

To help users understand the technical characters available, WPS-PLUS offers the Technical Character Set Library, a set of documents that summarizes, displays, and suggests uses for the technical characters.

To access the TCS Library, you must use a special User-Defined Process (UDP). For more information about WPS-PLUS UDPs, see the UDP chapter in this documentation set.

To access the TCS Library UDP:

- 1 Enter UD at the Word and Document Processing menu.
The User-Defined Process Maintenance menu appears.
- 2 Create a UDP named LIBRARY. (Do not type commands in the UDP.)
- 3 Press GOLD GET DOCMT.
- 4 Enter VMS at the GOLD GET menu.
- 5 Enter OA\$LIB:LIBRARY.UDP at the Receive a Document from VMS form.
- 6 Press EXIT to file the UDP.
- 7 Press DO to display the UDP Selection form.
- 8 Press RETURN.

The LIBRARY UDP creates five new documents in a folder named LIBRARY OF TCS DOCUMENTS.

Table 17-1 provides a complete list of the documents available in the TCS Library.

Table 17-1 Documents in the TCS Library

Document Name	Contains
Names of Technical Characters	A list of the technical characters available to the WPS-PLUS user.
Equation Examples	Examples of equations you can create using TCS characters.
Keyboard Layout for Technical Characters	A map of the LK201 keyboard showing the Technical Character Set keys.
Summary of Technical Library	A guide to the two-letter abbreviations you can use to copy technical characters directly into your document. See the section Using the Technical Character Library.

(Cont.)

Table 17-1 Documents in the TCS Library (Cont.)

Document Name	Contains
Technical Character Library	An abbreviation document that contains technical characters and symbols you can use to create equations. See the section Using the Technical Character Library.

Using the Technical Character Library

The Technical Character Library, one of the documents in the TCS Library, contains square root signs, sigmas, integrals, and other symbols for use in constructing technical equations or formulas. You insert the symbol you want in your document by entering the two-letter abbreviation associated with that symbol.

To use the Technical Character Library document as an abbreviation document, you should be familiar with the WPS-PLUS Two-Dimensional Editor (TDE). For information about using the TDE to create and edit diagrams, see the chapter in this guide on the Two-Dimensional Editor. For more information about creating and using abbreviation documents, see the chapter in this guide on abbreviation and library documents.

To use the Technical Character Library as an abbreviation document:

- 1 Use the Read (R) option to read the document titled Summary of Technical Library.
- OR
- Print the Summary of Technical Library document so you have a record of the abbreviations and the characters or symbols they represent.
- 2 Read through the document until you find the technical character or symbol you want to copy. Note the abbreviation assigned to the technical character or symbol.
 - 3 If you are reading the document, press EXIT to exit the Summary of Technical Library.
 - 4 Create a new document or edit an existing document.

5 Press MAIN SCREEN to display the Editor menu.

6 Enter AD.

The Selecting New Abbreviation Document form appears.

7 Type Technical Character Library as the document title, and LIBRARY OF TCS DOCUMENTS as the folder name.

8 Press RETURN.

9 Press EXIT to return to your document.

10 Press GOLD CHANGE EDITOR twice to create a new diagram.

OR

Move the cursor to an existing diagram and press GOLD CHANGE EDITOR once.

11 Press GOLD ABBRV and enter the two-letter abbreviation for the TCS character or symbol you want.

The stored text is moved into the WPS-PLUS paste area.

12 Move the cursor to where you want the stored text copied.

13 Press PASTE.

WPS-PLUS inserts the stored TCS character or symbol at the cursor.

Using this procedure, you can create a sample standard deviation equation:

$$s = \sqrt{\frac{\sum (x - \bar{x})^2}{n - 1}}$$

To create this equation:

1 Edit or create a document.

- 2 Specify Technical Character Library as your abbreviation document on the WPS-PLUS Editor menu.

For more information about creating and using abbreviation documents, see the chapter in this guide on abbreviation and library documents.

- 3 Return to the editor and press GOLD CHANGE EDITOR twice to start the Two-Dimensional Editor (TDE).
- 4 Use the arrow keys to move the cursor to the middle of the screen.
- 5 Press GOLD ABBRV, then type 47.

WPS-PLUS searches the Technical Character Library for the square root symbol stored under the abbreviation 47. The size of this symbol is 4 rows by 7 columns.

The square root symbol is moved into the WPS-PLUS paste area.

- 6 Press PASTE.

The 4 by 7 square root symbol appears in the center of your screen.

- 7 Move the cursor inside the square root symbol so that it is two lines below the horizontal line of the symbol and two spaces to the right of the vertical line of the symbol.

- 8 Press ALT CHAR.

- 9 Hold down the the shift key and press S.

The summation sign appears inside the square root symbol.

- 10 Move the cursor up one space.

- 11 Press GOLD ABBRV, then type (2.

WPS-PLUS searches the Technical Character Library and moves a large open parenthesis into the paste area.

- 12 Press PASTE to insert the open parenthesis at the cursor.

- 13 Move the cursor down one space and type the equation $x-x$.

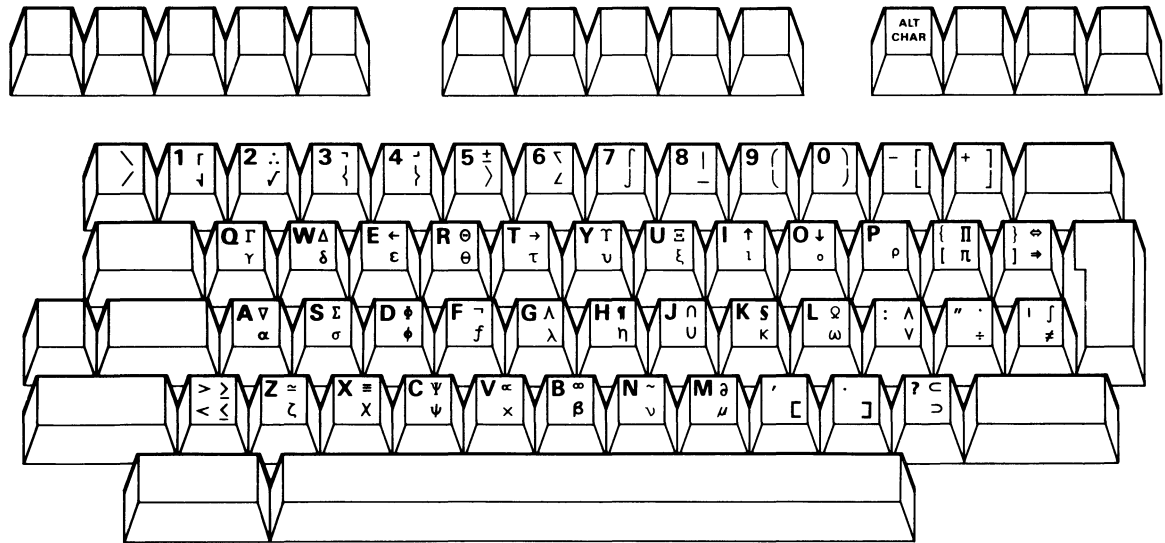
- 14 Move the cursor one space above the second x .

- 15 Press PARA GOLD 5 on the main keyboard to display the TDE special character that appears above the second x.
For more information about TDE special characters, see the chapter in this guide on the Two-Dimensional Editor.
- 16 Press GOLD ABBRV, then type)2.
- 17 Press PASTE.
WPS-PLUS inserts the right parenthesis.
- 18 Type 2.
- 19 Using the TDE Pen, draw a line beneath the equation you have created so far.
For information about using the TDE pen, see the chapter in this guide on the Two-Dimensional Editor.
- 20 Type the equation $n - 1$ beneath the line.
- 21 Press GOLD CHANGE EDITOR to exit the TDE diagram.

You can now print the equation as a part of your document, or copy the equation elsewhere in your document. For information on which printers can print technical characters, see the chapter in this documentation set on printing. For information on copying TDE areas into the text editor, see the chapter in this guide on the Two-Dimensional Editor.

Technical Character Set Description

Table 17-2 lists the TCS characters, their names, the keys used to produce each TCS character, and the fallback characters.



To display a technical character on your screen:

- 1 Press ALT CHAR.
- 2 Press the appropriate key on the main keyboard.

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Figure 17-1 Technical Character Set Keys on the LK201 Keyboard

Table 17-2 The Technical Character Set

Use	To Produce	Which Displays	Fallback Character
(Uppercase Greek)			
W	capital delta, triangle	Δ	D
D	capital phi	Φ	F
Q	capital gamma	Γ	G
R	capital theta	Θ	J
G	capital lambda	Λ	L
{	capital pi, product	Π	P
C	capital psi	Ψ	Q
S	capital sigma, summation	Σ	S
L	capital omega, Ohm sign	Ω	W
U	capital xi	Ξ	X
Y	capital upsilon	Υ	Y
(Lowercase Greek)			
a	small alpha	α	a
b	small beta	β	b
x	small chi	χ	c
w	small delta	δ	d
e	small epsilon	ϵ	e
d	small phi	ϕ	f
q	small gamma	γ	g
h	small eta	η	h
i	small iota	ι	i
r	small theta	θ	j
k	small kappa	κ	k
g	small lambda	λ	l
m	small mu (micro sign)	μ	u
n	small nu	ν	n
[	small pi	π	p
c	small psi	ψ	q
p	small rho	ρ	r
s	small sigma	σ	s
t	small tau	τ	t
l	small omega	ω	w
u	small xi	ξ	x
y	small upsilon	υ	y
z	small zeta	ζ	z
(Mathematical)			
<	less than or equal	$\leq$	<

(Cont.)

Table 17-2 The Technical Character Set (Cont.)

Use	To Produce	Which Displays	Fallback Character
\	not equal	$\neq$	$=$
>	greater than or equal	$\geq$	$>$
	integral	$\int$	S
V	variation, proportional to	$\propto$	a
B	infinity	∞	o
'(apostrophe)	division, divided by	$\div$	:
A	nabla, del	∇	v
N	is approximate to	$\approx$	~
Z	similar or equal to	$\approx$	~
v	times, cross product	$\times$	x
2	radical	$\sqrt{}$	V
M	partial derivative	∂	#
f	function	f	f
E	left arrow	$\leftarrow$	<
I	upward arrow	$\uparrow$	^
T	right arrow	$\rightarrow$	>
O	downward arrow	$\downarrow$	v
	(Logic)		
@	therefore	$\therefore$	:
}	if and only if	$\Leftrightarrow$	<
]	implies	$\Rightarrow$	=
X	identical to	$\equiv$	=
?	is included in	$\subset$	c
/	includes	$\supset$	#
J	intersection	$\cap$	^
j	union	$\cup$	v
:	logical and	$\wedge$	&
;	logical or	$\vee$	
F	logical not	$\neg$	~
	(Component characters)		
1	left radical	$\sqrt{}$	#
!	top left radical	$\int$	#
8	horizontal connector	$-$	-
&	top integral	$\int$	(
7	bottom integral	$\int$	)
*	vertical connector	$ $	
-	top left square bracket	$[$	[
(underscore)			

(Cont.)

Table 17-2 The Technical Character Set (Cont.)

Use	To Produce	Which Displays	Fallback Character
- (hyphen)	bottom left square bracket	[	[
+	top right square bracket	]	]
=	bottom right square bracket	]	]
(	top left parenthesis	(	(
9	bottom left parenthesis	(	(
)	top right parenthesis	)	)
0	bottom right parenthesis	)	)
3	left middle curly brace	{	{
4	right middle curly brace	}	}
^	top left summation	∧	>
6	bottom left summation	∨	<
~	top vertical summation	\	\
‘	connector bottom vertical summation	/	/
#	connector top right summation	⌋	⌋
\$	bottom right summation	⌋	⌋
5	right middle summation	⟩	>
(Multinational characters)			
"	middle dot	·	·
%	plus/minus sign	±	±
,(comma)	left bracket	[	[
.	right bracket	]	]
H	paragraph sign, pilcrow	¶	¶
K	section sign	§	§
o	degree	°	°

Footnotes and Endnotes

This chapter explains how to:

- Create footnotes that print at the bottom of each page
- Create endnotes that print at the end of a document

You can create footnotes of any number and any length. When you print the document, WPS-PLUS numbers these notes and prints them as either footnotes or endnotes.

Because you create footnotes and endnotes in the same way, the term *footnotes* in this chapter applies to both.

To create a footnote:

- 1 Position the cursor where you want the footnote number to appear in your document.
- 2 Press GOLD FOOTNOTE.

The footnote marker (an F in reverse video) appears where the footnote number will be printed. The START FOOTNOTE marker appears on the screen, followed by the ruler setting stored under number 9, unless this ruler is the same as your current ruler. (For

more information on stored rulers, see the chapter in this guide on rulers.) The END FOOTNOTE marker indicates the end of the footnote text.

- 3 Type the footnote text between the START FOOTNOTE and END FOOTNOTE markers.

See the section in this chapter on Typing Footnotes.

- 4 Press EXIT to file the footnote. WPS-PLUS returns you to your document with the most recent footnote text filed.

OR

Press CANCEL to discard the footnote text you have typed. WPS-PLUS returns you to your document without the most recent footnote text being filed. The footnote marker remains in the document.

WPS-PLUS numbers footnotes only when the document is printed. The footnote numbers can be highlighted in different ways. See the section in this chapter on Footnote Numbers.

NOTE: *You cannot create a footnote within a footnote.*

Once you create a footnote, you can perform the following functions:

- Search

If you start a search outside the footnote text, WPS-PLUS searches the footnote text for the search string you entered. If the search string is found, WPS-PLUS displays the footnote text. You can continue your search throughout the document.

If you start a search inside a particular footnote, the search stops at the end of the footnote text. You can use go-to functions (except go-to-page) with footnotes only if you start a search inside the footnote text, not outside.

- Global search-and-replace

WPS-PLUS performs a global search-and-replace without displaying the footnote text. If you do a global search-and-replace inside a particular footnote, the function stops at the end of the footnote text.

- **Spell check**

If you are checking your spelling throughout a document or a selected region, WPS-PLUS displays the footnote text for each footnote in the document, checks the spelling, then closes the footnote text. If you are checking your spelling inside a particular footnote, the checking stops at the end of the footnote text.

- **Pagination**

If you want to check page breaks before printing, you should use Automatic GOLD PAGE to paginate your document. Before you paginate, make sure all text is wrapped correctly, and set the Footnotes or endnotes setting on the WPS-PLUS Footnote Settings form to F or E. If you enter F at this setting, WPS-PLUS counts footnote lines as it inserts PAGE MARKERS. If you enter E at this setting, WPS-PLUS ignores footnote lines, since all footnotes print at the end of the document. For more information on this setting, see the section in this chapter on Footnotes or Endnotes.

The following settings on the Print Settings menu and WPS-PLUS Footnote Settings form also affect pagination:

- Remove blank lines at top of page (RB)
- Continuation messages
- Separator length
- Blank lines between last text line and separator line
- Blank lines between separator line and first footnote
- Blank lines between footnotes
- Minimum lines per page

You can cut and paste footnotes from one part of a document to another. See the section in this chapter on Moving Footnotes. You can also cut and paste text from the document to a footnote, or from a footnote to the document, as you normally cut and paste text in a document. For more information, see the chapter in this guide on moving text.

You can search for a footnote marker in a document. For more information, see the chapter in this guide on searching a document.

For information on transferring footnotes to WPS-PLUS/DOS or DECmate/WPS, or from an earlier version of WPS-PLUS/VMS, see the section in this chapter on Transferring Footnotes.

For more information on creating footnotes, see the section in this chapter on Restrictions.

Typing Footnotes

When you type footnotes, you format your footnote text with rulers, as you do throughout your document.

When you create a new footnote, you use the ruler stored under number 9. You can give this ruler any settings you want. (For more information on stored rulers, see the chapter in this guide on rulers.) You can also use additional rulers within the footnote text. Note that these ruler settings affect only the footnote text, not the subsequent document text.

With the ruler, you can indicate the line spacing, indentation, and right margin setting (ragged or justified) that you want for your footnote text. These settings take effect when you print the document.

For example, the text in your document might look this way:

```
-----L-----R
      Here is the text in your main document; this sentence
      ends with a footnote number.
----- START FOOTNOTE -----
-----L-----R
      And here is the footnote text that you type.
      Note that the footnote number begins printing at
      the left margin setting, so you should indent
      slightly to leave space between the number and
      the footnote text.
-----END FOOTNOTE -----
```

When you print the document, the footnote text appears this way:

Here is the text in your main document; this sentence ends with a footnote number.¹

1. And here is the footnote text that you type.
Note that the footnote number begins printing at
the left margin setting, so you should indent
slightly to leave space between the number and
the footnote text.

In the preceding example, you could also format the footnote text this way:

```
----- START FOOTNOTE -----  
-----L--W-----R  
      In this example, you use a word-wrap indent  
      to indent each line of footnote text. You  
      should leave enough space between the L and W  
      in the ruler so the largest possible footnote  
      number in your document can print.  
----- END FOOTNOTE -----
```

When you print the document, the footnote text appears this way:

107 In this example, you use a word-wrap indent
to indent each line of footnote text. You
should leave enough space between the L and W
in the ruler so the largest possible footnote
number in your document can print.

When you are typing footnote text, you cannot move beyond the START FOOTNOTE and END FOOTNOTE markers. To do so, you must file or cancel the footnote.

You can use any of the editor functions you normally use when editing a document, with the following restrictions:

- If you use **GOLD GET DOCMT**, **GOLD LIBRY**, or **GOLD ABBRV** to insert another document into your footnote text, and that document contains footnotes of its own, **WPS-PLUS** removes the footnotes from the inserted text. Footnotes cannot contain other footnotes.
- You can insert **NEW PAGE** marks and **PAGE MARKERs** in your footnote text. However, **WPS-PLUS** removes these marks when you file the footnote.
- The go-to-page function does not work with footnote text.

To find out how many lines a footnote contains:

- 1 Press **GOLD NEW PAGE** to insert a **NEW PAGE** mark at the start of the footnote text, immediately after the **START FOOTNOTE** marker.
- 2 Move the cursor to the end of the footnote text.
- 3 Press **GOLD STATUS**.

The status line tells you how many lines the footnote contains. You can leave the **NEW PAGE** mark in the footnote text, since **WPS-PLUS** removes page-end markers when you file or cancel the footnote.

Editing Footnotes

To edit an existing footnote:

- 1 Place the cursor at the footnote marker (F) in your document.
- 2 Press **GOLD FOOTNOTE**.
WPS-PLUS places the cursor at the start of the footnote text.
- 3 Edit the footnote text as you would any WPS-PLUS document.
- 4 Press **EXIT** to file the footnote.

OR

Press **CANCEL** to discard the edits you have just made.

Moving Footnotes

You can move footnotes from one part of your document to another by using CUT and PASTE.

To cut and paste a footnote:

- 1 Position the cursor at the footnote marker (F) in your document.
- 2 Press SEL.
- 3 Press ADVANCE or RIGHT ARROW once.
- 4 Press CUT if you want to delete the footnote from its present location.

OR

Press GOLD CUT if you want to leave the footnote in its present location, and copy it elsewhere.

- 5 Move the cursor to where you want to insert the footnote marker.
- 6 Press PASTE.

Deleting Footnotes

You can delete footnotes either by removing the footnote marker in the document (Method 1), or by deleting all the footnote text (Method 2).

Method 1:

- 1 Position the cursor at the footnote marker (F) in the document.
- 2 Press SEL.
- 3 Press ADVANCE or RIGHT ARROW.
- 4 Press CUT.

WPS-PLUS deletes both the footnote marker and the footnote text. You cannot use DEL CHAR or RUB CHAR to delete the footnote marker.

Method 2:

- 1 Position the cursor at the footnote marker (F) in the document.

- 2 Press GOLD FOOTNOTE.
- 3 Delete all the footnote text, rulers, and blank lines between the START FOOTNOTE and END FOOTNOTE markers.
- 4 Press EXIT.

WPS-PLUS deletes the footnote marker in your document.

Printing Footnotes

Before printing a document containing footnotes, you can display the formatted document on your screen. You can then make any necessary changes in the document before you print it.

To display the formatted document on your screen before printing:

- 1 Enter P at the Word and Document Processing menu.
The Printing Document form appears.
- 2 Enter TERMINAL at the Document destination field.
- 3 Enter VT100 at the Format style field.
- 4 Press NEXT SCREEN.
The Print Settings menu appears.
- 5 Enter FS.
The WPS-PLUS Footnote Settings form appears.
- 6 Move the cursor to the Footnotes or endnotes setting.
- 7 Enter F if you want footnotes printed at the bottom of individual pages in your document.
OR
- 8 Enter E if you want endnotes printed together at the end of your document.
- 9 Enter P at the Print Settings menu to print the document with the current print settings.
The formatted document displays on your screen.

To print a document containing footnotes:

- 1 Enter P at the Word and Document Processing menu.
The Printing Document form appears.
- 2 Enter the necessary information on the form.
- 3 Press NEXT SCREEN.
The Print Settings menu appears.
- 4 Enter FS at the Print Settings menu.
The WPS-PLUS Footnote Settings form appears.
- 5 Change the settings on the form so your footnotes will print correctly. Press NEXT SCREEN to change additional footnote settings.
- 6 When you have finished changing all the necessary settings, press RETURN at the WPS-PLUS Footnote Settings form.
- 7 Enter P at the Print Settings menu to print your document.

The next sections describe the settings on the WPS-PLUS Footnote Settings form.

Footnotes or Endnotes

Default: F

Possible settings: E, F

The Footnotes or endnotes setting lets you specify where you want footnotes printed. If you enter F, footnotes are printed on the page where they are referenced, or continued on the next page. If you enter E, footnotes are printed in order at the end of the document.

If you enter E, the word ENDNOTES is printed at the top of each page of endnotes. Also, the following settings on the WPS-PLUS Footnote Settings form do not apply:

- Minimum lines per page
- Separator character

- Separator length
- Separator position
- Blank lines between separator line and first footnote

If you enter F, the word FOOTNOTES is printed at the top of any page that contains only footnotes, but no document text. For example, the final footnote in your document might continue on another page that contains no other text. The word FOOTNOTES would appear at the top of that page.

Initial Footnote Number

Default: 1

Possible settings: 1-9999

The Initial footnote number setting lets you specify the first footnote number you want printed in your document. For example, if your document is a continuation of a longer document, you might want your first footnote to be numbered 53. All subsequent footnotes are numbered in order (54, 55, . . .).

You can also reset footnote numbers so they are not numbered in order. By using a footnote control block, you can reset your footnote number to 1 (or any other number) anywhere in the document. The renumbering begins with the first footnote following the control block.

To reset footnote numbers in a document:

- 1 Position the cursor before the footnote marker that you want to renumber. Note that you insert the footnote control block in the document text, not in the footnote text.

- 2 Press GOLD CMND.

The START CONTROL marker appears.

- 3 Type FOOTNOTE n, in which n can be any positive number.

If you are using a letter to indicate footnotes, type the number that corresponds to that letter. For example, footnote L is number 12 (twelfth letter in the alphabet), footnote AA is number 27, and so on. If you are using a character to indicate footnotes, the number

you type is the number of times that character is printed for that footnote. For more information, see the section in this chapter on Numbering Scheme.

4 Press RETURN.

5 Press GOLD CMND.

The END CONTROL marker appears.

In this example, you are resetting the footnote number to 1:

```
----- START CONTROL -----  
FOOTNOTE 1  
----- END CONTROL -----
```

This sentence will now end with a footnote numbered 1.F

Numbering Scheme

Default: N

Possible settings: N, n, A, a, or a keyboard character of your choice

The Numbering scheme setting lets you determine how your footnotes will be indicated — with a number, letter, or other character. You can enter one of the following:

- N (Numeric — 1, 2, 3, 4 . . .)
- n (Numeric — 1, 2, 3, 4 . . .)
- A (Uppercase alphabetic — A, B, C, D . . .)
- a (Lowercase alphabetic — a, b, c, d . . .)
- Any character on your keyboard that you want to use to indicate footnotes (for example, *). You can use only one character for each document.

If you enter either A or a, your footnotes are numbered in the order (for example) A-Z, then AA, BB, CC, and so on.

If you enter a character of your choice, your footnotes are numbered in the order (for example) *, **, ***, and so on. The numbering restarts on every page. In other words, the first footnote on any page will always be

numbered *, the second numbered **, and so on. For more information on restarting footnote numbers, see the section in this chapter on Restart Number on Every Page.

Footnote Numbers

The settings on the WPS-PLUS Footnote Settings form let you highlight the footnote number in various ways. You can highlight both the number in the document text and the number that precedes the footnote text. You can also use an extra character with the footnote number, and highlight this character in various ways.

The following sections discuss the settings on this form.

Highlighting of Footnote Number

Default: SUPER (in document text) NORMAL (in footnote text)

Possible settings: see Table 18-1

The two Highlighting of number settings let you specify how the footnote number in the document text and the number preceding the footnote text will be highlighted when they are printed. You can highlight the footnote number in the document text and the number preceding the footnote in different ways.

See Table 18-1 for a list of the various ways to highlight the footnote number.

Table 18-1 Highlighting Methods for Footnote Numbers and Characters

Number	Highlighting
NORMAL	Normal — no highlighting
SUPER	Superscript*
UNDER	Underline
BOLD	Bold
SUPER/UNDER	Superscript and underline*
SUPER/BOLD	Superscript and bold*
UNDER/BOLD	Underline and bold
BOLD/UNDER/SUPER	Bold, underline, and superscript*

** If you superscript the footnote number, be sure to use a ruler with line-and-a-half spacing or double spacing (N or D in the ruler). Otherwise the footnote number crowds into adjacent lines in the printed document.*

You can press FIND to select the setting you want, rather than type it on the form.

Extra Character with Footnote Number

Default: NONE (in document text) PERIOD (in footnote text)

Possible settings: see Table 18-2

The two Extra character settings let you specify an extra character that should appear with the footnote number. You can use different extra characters with the footnote number in the document text and the footnote number preceding the footnote text.

See Table 18-2 for a list of the extra characters you can use with the footnote number.

Table 18-2 Extra Characters Used with Footnote Numbers and Characters

Number	Extra Character
NONE	No extra character — 1
PERIOD	Period — 1.
COMMA	Comma — 1,

(Cont.)

Table 18-2 Extra Characters Used with Footnote Numbers and Characters (Cont.)

Number	Extra Character
SLASH	Slash — 1/
RIGHT_PARENTHESSES	Right parenthesis — 1)
LEFT/RIGHT_PARENTHESSES	Left and right parentheses — (1)

You can use FIND to select the setting you want, rather than typing it on the form.

Highlighting of Extra Character with Footnote Number

Default: SUPER (in document text) NORMAL (in footnote text)

Possible settings: see Table 18-1

The two Highlighting of extra character settings let you specify how the extra character that appears with the footnote should be highlighted. The extra character in the document text and the extra character preceding the footnote text can be highlighted in different ways.

See Table 18-1 for a list of the various ways to highlight the extra character.

Restart Number on Every Page

Default: N

Possible settings: Y, N

The Restart number on every page setting lets you restart the numbering of footnotes on each page. In other words, if you enter Y, each page containing footnotes begins with footnote 1, footnote A, or the equivalent. If you enter N, the numbering continues in order throughout the document.

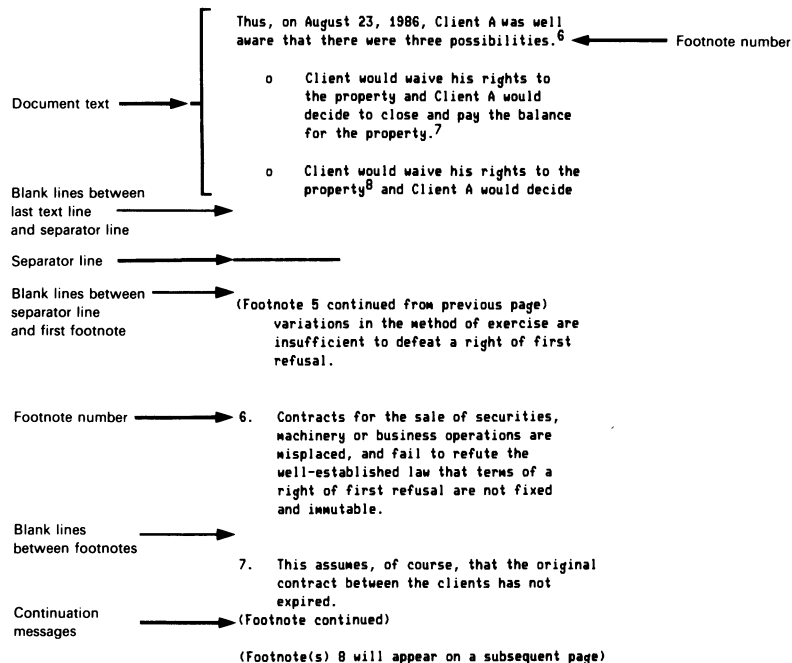
NOTE: *If you are using a character of your choice to indicate footnotes, the number of characters is automatically restarted on each page. For more information, see the section in this chapter on Numbering Scheme.*

Blank Lines Between Last Text Line and Separator Line

Default: 1

Possible settings: 0-126

This setting lets you insert blank lines between the last line of document text and the separator line. (See Figure 18-1.) The separator line (also known as the hairline rule) is used to separate document text from footnotes, especially if a footnote is continued from the previous page.



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Figure 18-1 Sample Document Containing Footnotes

Separator Character

Default: solid line (press the space bar for this setting)

Possible settings: any character on your keyboard

The Separator character setting lets you specify what character you want to appear in the separator line.

If you do not want a separator line, set the Separator length setting to 0. In this case, the following settings have no effect on the printed document:

- Separator character
- Separator position
- Blank lines between separator line and first footnote

Separator Length

Default: 10

Possible settings: 0-256

The Separator length setting lets you specify how long the separator line should be. The separator line cannot extend into your left or right margin, so it cannot be longer than your margin settings allow.

Separator Position

Default: LEFT

Possible settings:	LEFT	=	Left justified
	RIGHT	=	Right justified
	CENTERED	=	Centered

The Separator position setting lets you specify where the separator line should be placed. If the separator line is left justified, it starts at the left-hand margin and extends to the right. If the separator line is right justified, it starts at the right-hand margin and extends to the left. If the separator line is centered, the line is centered above the footnotes.

Blank Lines Between Separator Line and First Footnote

Default: 0

Possible settings: 0-126

This setting lets you insert blank lines between the separator line and the first line of footnote text. By default, footnotes begin printing immediately below the separator line.

Blank Lines Between Footnotes

Default: 1

Possible settings: 0-126

The Blank lines between footnotes setting lets you specify how many blank lines should appear between footnotes. By default, one blank line appears between footnotes, regardless of the ruler setting for the footnote text.

Continuation messages

Default: N

Possible settings: Y, N

The Continuation messages setting lets you specify what message should appear with a footnote or endnote that continues on another page.

Whether you enter N or Y, you receive one of the following default messages:

(Footnote n continued from previous page)

OR

(Endnote n continued from previous page)

In these examples, n equals the number(s) or character(s) of the continued footnote. This message appears immediately after the separator line and above the continued footnote text.

If you enter Y, you also receive the following continuation messages at the end of the footnote text, before it is continued on another page.

- (Footnote continued)
- OR
- (Endnote continued)
- (Footnote(s) n will appear on a subsequent page)

In these examples, n equals the number or character of the continued footnote.

If the Blank lines between footnotes setting is 0, no blank lines are left between the continuation messages. If the setting is any other number, one blank line is left between the continuation messages.

Minimum Lines Per Page

Default: 1

Possible settings: 1-168

The Minimum lines per page setting lets you specify how much of the page can be used for printing footnotes.

For example, if you do not want footnotes to occupy more than half of your single-spaced document, you might enter 27 at this setting. Out of a possible 54 printed lines in this document, at least 27 lines of document text must print before the first footnote can be printed on the page.

Vertical Layout Settings

For information on the Total lines per page, Lines in the top margin, and Lines in the bottom margin settings, see the chapter on printing in this documentation set.

Footnote Fonts

You can use a PRINTER FOOTNOTE_FONT control block to print your footnotes in a different font than you use for the rest of your document. Once you insert this control block in your document text, all subsequent footnotes are printed in that font.

To insert a PRINTER FOOTNOTE_FONT control block:

- 1 Move the cursor before the footnote marker of the first footnote you want to print in a different font.
- 2 Press GOLD CMND.
- 3 Type PRINTER FOOTNOTE_FONT.
- 4 On the same line, type the name of the font you want to use.
- 5 Press RETURN.
- 6 Press GOLD CMND.

For example:

```
----- START CONTROL -----
PRINTER FOOTNOTE_FONT 10_POINT_COURIER
----- END CONTROL -----
Here is a sentence that ends with a footnote marker.F

----- START FOOTNOTE -----
---L-----R
    Here is my footnote text.  This text will print in 10-point
    Courier font.
----- END FOOTNOTE -----
```

In this example, 10_POINT_COURIER has been defined in the Printer Table Utility as a control sequence that changes the printer font to 10-point Courier. Note that the control block must appear before, not after, the START FOOTNOTE marker. The control block changes the font only for all subsequent footnote text, not the document text.

If you want to reset the footnote font to the font you are using in the document text, use a PRINTER FOOTNOTE_FONT RESET control block.

NOTE: *You cannot change the footnote font inside multicolumn text.*

If you want your footnotes to appear in the same font used throughout your document, use a PRINTER FONT control block. If you do not use a PRINTER FOOTNOTE_FONT control block, the PRINTER FONT control block determines the font for both document text and footnote text.

For more information on control blocks, see the chapter in this guide on control blocks.

Transferring Footnotes

If you have a document with footnotes that were created with an earlier version of WPS-PLUS, the old footnotes are automatically converted to the new format when you edit the document. You can also create a document with footnotes, then use the document with an older version of WPS-PLUS. In this case, you should first transfer the document to your DECdx index.

NOTE: *If you transfer a document containing footnotes to the DECdx Index, you lose the footnote print settings attached to that document. When you receive this same document from the DECdx index, the footnote print settings are reset to the default settings.*

For more information on the DECdx index, see the chapter on document transfer in this documentation set.

Restrictions

The following restrictions apply to footnotes and endnotes:

- You cannot create footnotes in the Two-Dimensional Editor.
- If you want footnotes in a List or Sort Processing document, you must edit the output document. WPS-PLUS ignores footnotes when you run List or Sort Processing.
- If you print footnotes using DECpage, the footnotes are formatted automatically. See the *DECpage User's Guide* for more information.

Paragraph Numbers, Tables of Contents and Authorities, and Indexes

This chapter explains how to:

- Number paragraphs or section headings in a document
- Produce a table of contents
- Produce an index
- Produce a table of authorities

Before you run paragraph numbering, you must insert commands in your document telling WPS-PLUS how to number your paragraphs or section headings. When you run paragraph numbering, WPS-PLUS produces a separate output document and numbers the paragraphs or section headings in one of the following styles:

- Numeric (1, 1.1, 1.2)
- Alphabetic (A, B, a, b)
- Roman (I, II, i, ii)

You can also combine these styles within one document.

As WPS-PLUS numbers your paragraphs, it can produce a second output document containing a table of contents, index, and/or table of authorities. WPS-PLUS can number the table of contents in the same style you select for your headings or paragraphs.

Running paragraph numbering does not change the contents of the original document.

Level Numbers for Headings and Paragraphs

To number a heading or paragraph, you insert one or more commands before that heading or paragraph in your document. After all commands are inserted, you select the Paragraph Numbering (PN) option at the Word and Document Processing menu. WPS-PLUS converts your formatting commands to the numbers and style you have chosen.

The only formatting command you must include before a heading or paragraph is the level number. Level numbers, which you enclose in brackets ([]) or another delimiter that you specify, tell WPS-PLUS the logical arrangement of your document. You can use up to nine levels when numbering headings or paragraphs.

NOTE: *When you use paragraph numbering, do not enclose any text in brackets (or another delimiter that you specify). Use the delimiters only for paragraph numbering commands. If you must enclose text within the delimiters, place this text in a Two-Dimensional Editor diagram.*

NOTE: *If you are using DECpage to print your document, you must use brackets as the delimiter.*

Here is a simple series of numbering commands. Assume that you are using brackets as the delimiter:

[1] Strategy

Our strategy for this product . . .

[2] Product Requirements

The requirements have been supplemented by . . .

[2] Management

Product management believes we should include . . .

If you use the Decimal outline style, these commands produce the following numbered headings after you run paragraph numbering:

1. Strategy

Our strategy for this product . . .

1.1 Product Requirements

The requirements have been supplemented by . . .

1.2 Management

Product management believes we should include . . .

Before you write each heading or paragraph:

- 1 Decide what level it should occupy in relation to the other headings or paragraphs in the document.
- 2 Type the level number within brackets, or another delimiter that you specify.

You specify the delimiter you want before you run paragraph numbering. See the section in this chapter on Running Paragraph Numbering.
- 3 Leave the number of spaces or tabs between the closing delimiter and the text that you want to appear in the output document. These spaces will also appear in the table of contents, if you produce one. If you leave no spaces, the text in the output document begins immediately after the paragraph number.

If you want to indent paragraph numbers, leave spaces before the level number.

If you produce a table of contents or table of authorities, each heading or paragraph must have a right margin of at least 79. See the section in this chapter on Producing a Table of Contents.

NOTE: *Commands in the Two-Dimensional Editor or control blocks do not affect paragraph numbering.*

After you include the level commands, you can process the document. Under special circumstances, you might want to use additional paragraph numbering commands. See the section in this chapter on Additional Paragraph Numbering Commands.

Changing Style Settings

Before you run paragraph numbering, you must include at least the level commands in your document. See the section in this chapter on Level Numbers for Headings and Paragraphs.

Also, you should check the style settings WPS-PLUS uses in numbering your headings or paragraphs. To check these style settings:

- 1 Enter PN at the Word and Document Processing menu.
The Paragraph Numbering, Tables, and Indexing form appears.

- 2 Press NEXT SCREEN.

The Numbering Style Settings for Table Number form appears.

- 3 Change the settings as necessary.

See the following sections for information on changing settings.

- 4 When you have finished changing all style settings, press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.

The following sections describe the style settings you can change. See the section in this chapter on Paragraph Numbering Examples to see how the style settings change the output document.

If you change any style settings, these settings become your default settings. Each document will be processed according to these settings until you change them again.

Define Settings for Table Number

The Define settings for table number setting lets you specify which table of contents, index, or table of authorities you want to produce. You can identify each table of contents, index, or table of authorities with a number, 1 through 9. For more information, see the sections in this chapter on Producing a Table of Contents, Producing an Index, and Producing a Table of Authorities.

If you are running paragraph numbering but not producing a table of contents, index, or table of authorities, you can ignore this setting. Enter 1 in this field, then move the cursor to the settings you want to change.

Starting Paragraph Number

By default, WPS-PLUS begins numbering headings and paragraphs with the number 1. In other words, the first time you insert the command [1] in a document, WPS-PLUS numbers this heading or paragraph 1. If you want to begin numbering headings and paragraphs with a different number (for example, the number 5), change the Starting paragraph number setting to 5.

If you use letters rather than numbers for paragraph numbering, use the Starting paragraph number that corresponds to the letter in the alphabet. For example, 5 corresponds to E, 16 to P, and so on.

Remember that the Starting paragraph number setting determines only the *first* number in a heading or paragraph. For example, you might insert these commands for the first three headings of your document:

[1] BACKGROUND

[2] Sources of Information

[3] Marketing

If you are numbering headings or paragraphs consecutively throughout several documents, you might change the Starting paragraph number setting to 5 and use the Decimal outline style. The output document prints this way:

5. BACKGROUND

5.1 Sources of Information

5.1.1 Marketing

The number 5 continues to be the starting paragraph number until WPS-PLUS reads a new [1] command, which it converts to the number 6.

Paragraphs and headings are numbered in order unless you change or reset the numbering sequence. For more information on resetting paragraph numbers, see the section in this chapter on Reset Paragraph Number.

Spaces to Allow for Paragraph Number

Set the Spaces to allow for paragraph number setting to 0 if you do not want to limit the maximum length of a paragraph number in the output document.

If you want to limit the maximum length of a paragraph number in the output document, change the Spaces to allow for paragraph number to this maximum setting. For example, if you do not want any paragraph number to be longer than 8 characters, change this setting to 8. If any paragraph number is longer than 8 characters, you receive an error message when you run paragraph numbering.

To add spaces between the level numbers and the text, add spaces between the closing delimiter and the text in the original document. If you do not add any spaces, the text prints immediately after the level number.

Outline Style

WPS-PLUS gives you a choice of two outline styles:

- Office
- Decimal

When you use Office style, WPS-PLUS numbers a heading or paragraph with one number or letter only — the number or letter you assign to that level. For example, if you include a level 4 command in your document:

[4] Miscellaneous

you receive this output (assume this is the first level 4 command in your document):

1. Miscellaneous

When you use Decimal style, WPS-PLUS numbers a heading or paragraph with the complete range of level numbers, with levels separated by decimal points. In the previous example, the output document might appear as:

1.3.1.1 Miscellaneous

Level numbers can also be indicated by letters or Roman numerals, either uppercase or lowercase. For more information on level style settings, see the section in this chapter on Level Style Settings.

Level Style Settings

By default, WPS-PLUS uses numerals (1,2,3,4...) for numbering headings and paragraphs. However, you can assign a different number or character to each heading or paragraph level. The choices for each level are:

- N or n (Numeric — 1,2,3,4...)
- A (Uppercase alphabetic — A,B,C,D...)
- a (Lowercase alphabetic — a,b,c,d...)
- R (Uppercase Roman — I,II,III,IV...)
- r (Lowercase Roman — i,ii,iii,iv...)

Change each level style setting as necessary. You need to change only the settings that correspond to the heading or paragraph levels in your document. WPS-PLUS ignores the other level settings.

Paragraph Numbering Examples

This example shows a document with paragraph numbering commands inserted before headings, with brackets as the delimiter:

[1] ENROLLMENT

[2] Fall Semester

[3] Proposed

[3] Actual

[2] Spring Semester

[3] Proposed

[3] Actual

[1] STAFFING

[2] Faculty

[2] Clerical

Now set the Numbering Style Settings for Table number form to the following settings:

Define settings for table number : 1
Starting paragraph number : 1
Spaces to allow for paragraph number : 0
Outline style : DECIMAL

Level 1: R Level 4: N Level 7: N
Level 2: A Level 5: N Level 8: N
Level 3: N Level 6: N Level 9: N

N = Arabic numerals (1,2,3..) n = Arabic numerals (1,2,3..)
A = Uppercase alphabetic (A,B,C..) a = Lowercase alphabetic (a,b,c..)
R = Uppercase Roman (I,II,III..) r = Lowercase Roman (i,ii,iii..)

These settings produce the following output:

I. ENROLLMENT

I.A Fall Semester

I.A.1 Proposed

I.A.2 Actual

I.B Spring Semester

I.B.1 Proposed

I.B.2 Actual

II. STAFFING

II.A Faculty

II.B Clerical

If you change the outline style to OFFICE and the Level 3 setting to a, you get the following output:

I. ENROLLMENT

A. Fall Semester

a. Proposed

b. Actual

B. Spring Semester

a. Proposed

b. Actual

II. STAFFING

A. Faculty

B. Clerical

Running Paragraph Numbering (PN)

After you have inserted level commands in your document and changed the style settings as necessary, you can run paragraph numbering. You can also produce a table of contents, index, and/or table of authorities. For more information, see the sections in this chapter on Producing a Table of Contents, Producing an Index, and Producing a Table of Authorities.

To run paragraph numbering without producing a table of contents:

- 1 Enter PN at the Word and Document Processing menu.
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 Enter N where you are asked if you want to produce a table of contents, index, and/or table of authorities.

- 4 Enter the delimiters you used to enclose your paragraph numbering commands. The left and right brackets are the default delimiters, but you can use any single characters on your keyboard.
- 5 Press RETURN.

WPS-PLUS creates a new output document and runs paragraph numbering.

You can now read, edit, or print the output document to evaluate the paragraph numbers.

Producing a Table of Contents

WPS-PLUS uses the paragraph numbering commands you insert in your document to produce a table of contents. You can also include index commands or table of authorities commands in the same document. You then run paragraph numbering to produce both an output document and a separate document containing a table of contents, index, and/or table of authorities.

You can produce up to nine separate tables of contents and identify them by number, 1 through 9. If you are producing *more than one* table of contents, you should add two commands to the paragraph numbering commands in your document:

- Table identifier. The identifier for a table of contents is either T (which prints the level number in the table of contents) or t (which omits the level number in the table of contents). This identifier is required for each table of contents entry.
- Table number. A number 1 through 9, to specify which table of contents should contain the entry. This number is optional and is used only if you are producing more than one table of contents.

These commands should appear *before* any paragraph numbering commands in the same string. (For more information on other paragraph numbering commands, see the section in this chapter on Additional Paragraph Numbering Commands.) The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Table identifierTable number.Level number]
```

Example:

[T2.1] Marketing Prospects in European Countries

When you run paragraph numbering and produce a table of contents, this entry will appear in your second table of contents as a level-one heading. For example:

Tables of Contents

Table of Contents Number 2

1. Marketing Prospects in European Countries 7

If you do not want the level number (in this example, 1.) to appear in the table of contents, use t instead of T as the table identifier in the document.

NOTE: *For the table of contents to print correctly, each numbered heading in the document must have a right margin of at least 79. If you are using rulers in your document with right margins of less than 79, check that the ruler preceding each numbered heading has a right margin of 79 or more.*

NOTE: *If you are using DECpage to print your document, a heading preceded by a lowercase t will not appear in the table of contents.*

Before you can run paragraph numbering and produce a table of contents, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERS to number the pages correctly in the table of contents. For information on these functions, see the chapter in this guide on paginating a document.

NOTE: *If you edit the document so that the page breaks change, you must repaginate so the table of contents will be accurate.*

If you want your numbered headings to be indented in the table of contents, you must indent them in the document. See the section in this chapter on Level Numbers for Headings and Paragraphs.

To run paragraph numbering and produce a table of contents:

- 1 Enter PN at the Word and Document Processing menu.
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 If you are producing more than one table of contents, press NEXT SCREEN.

At the Define settings for table number field, enter a number 1 through 9 to identify one of the tables of contents you are producing. You can then specify the format of that table of contents by changing the style settings on the form. Repeat this procedure for each table of contents you are producing. When you have finished changing all style settings, press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.

- 4 Enter Y where you are asked if you want to produce a table of contents.
- 5 Enter the delimiters you used to enclose your paragraph numbering commands (for example, [and]).
- 6 Press RETURN.

The Creating Tables and/or Index form appears.

- 7 Enter document information to identify the table of contents document.
- 8 Press RETURN.

WPS-PLUS runs paragraph numbering and produces two new documents — an output document with numbered paragraphs, and a table of contents document.

Producing an Index

You produce an index by first inserting index commands in your document. You can also include commands for paragraph numbers, tables of contents, and tables of authorities in the same document. You then run paragraph numbering to produce both an output document and a separate document containing an index, table of contents, and/or table of authorities.

You can produce up to nine separate indexes and identify them by number, 1 through 9.

To insert an index command in your document, you use these commands:

- **Index identifier.** The identifier for an index is either `I` (for entries you want printed in both the index and the output document) or `i` (for entries you want printed in the index but not in the output document). This identifier is required for each index entry.
- **Index number.** A number 1 through 9, to specify which index should contain the entry. This number is optional and is used only if you are producing more than one index.
- **Text.** The primary text string that should appear in the index.
- **Secondary text.** The secondary text string that should appear in the index (optional).

NOTE: *After you run paragraph numbering, secondary index entries appear only in the index, not in the output document, whether you mark them with `I` or `i`.*

The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Index identifierIndex number.Text[secondary text]]
```

For example, you can mark index entries within the document text:

```
[I.Marketing] prospects in [I.European countries] look  
especially good. With our new automatic [I.translation]  
program, we have cut down on the time needed to deliver  
our products to our European customers.
```

When you run paragraph numbering and produce an index, the index entries you marked remain in the output document, without the index commands. The entries (which are on page 34) appear this way in the index:

Indices

Index Number 1

European countries	34
Marketing	34
translation	34

If you do not want certain index entries to appear in the output document, indicate them with an *i* instead of an *I*. For example, you might add the following index entries after the paragraph above:

[i.Time to market]

[i.Foreign countries]

[i.Future prospects]

When you run paragraph numbering and produce an index, these entries will appear in the index, but not in the output document.

NOTE: *If you use an i to mark index entries within paragraphs or footnotes, you must rewrap those paragraphs or footnotes in the output document before you print it.*

Before you can run paragraph numbering and produce an index, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERS to number the pages correctly in the index. For information on these functions, see the chapter in this guide on paginating a document.

NOTE: *If you edit the document so that the page breaks change, you must repaginate so the index will be accurate.*

To run paragraph numbering and produce an index:

- 1 Enter PN at the Word and Document Processing menu.
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 If you are producing more than one index, press NEXT SCREEN.
At the Define settings for table number field, enter a number 1 through 9 to identify one of the indexes you are producing. You can then specify the format of that index by changing the style settings on the form. Repeat this procedure for each index you are producing. When you have finished changing all style settings, press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.
- 4 Enter Y where you are asked if you want to produce an index.
- 5 Enter the delimiters you used to enclose your index commands (for example, [and]).
- 6 Press RETURN.
The Creating Tables and/or Index form appears.
- 7 Enter document information to identify the index document.
- 8 Press RETURN.
WPS-PLUS runs paragraph numbering and produces two new documents — a document with numbered paragraphs (if you have included paragraph numbering commands) and an index.

Producing a Table of Authorities

A table of authorities is an alphabetical index of citations, sources, or other references in your document. For example, a table of authorities might list court cases that are cited in a legal document.

You produce a table of authorities by first inserting commands in your document. You can also include commands for paragraph numbers, tables of contents, and indexes in the same document. You then run paragraph numbering to produce both an output document and a separate document containing a table of authorities, table of contents, and/or an index.

You can produce up to nine separate tables of authorities and identify them by number, 1 through 9.

To insert a table of authorities command in your document, you use these commands:

- **Table of authorities identifier.** The identifier for a table of authorities is either L (for entries you want printed in both the table of authorities and the output document) or l (for entries you want printed in the table of authorities but not in the output document). This identifier is required for each table of authorities entry.
- **Table of authorities number.** A number 1 through 9, to specify which table of authorities should contain the entry. This number is optional and is used only if you are producing more than one table of authorities.
- **Text.** The primary text string that should appear in the table of authorities.
- **Secondary text.** The secondary text string that should appear in the table of authorities (optional).

***NOTE:** After you run paragraph numbering, secondary entries appear only in the table of authorities, not in the output document, whether you mark them with L or l.*

The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Table of authorities identifierTable of authorities number.Text  
[secondary text]]
```

For example, you can mark table of authorities entries within the document text:

```
[L2.Markey v. Ross] and [L2.Noel v. Roxanne] correctly state the  
theory of "reasonably probable" causes. The more recent decision of  
[L2.Johnston v. Harris] has reaffirmed this rule.
```

When you run paragraph numbering and produce a table of authorities, the entries you marked remain in the output document, without the table of authorities commands. The entries (which are on page 56) appear this way in the table of authorities:

Tables of Authorities

Table of Authority Number 2

Johnston v. Harris	56
Markey v. Ross	56
Noel v. Roxanne	56

If you do not want certain table of authorities entries to appear in the output document, indicate them with an l instead of an L. For example, you might add the following entries after the paragraph above:

[l2.Probable causes]

[l2.Reasonably probable causes]

When you run paragraph numbering and produce a table of authorities, these entries will appear in the table of authorities, but not in the output document.

NOTE: *If you use an l to mark table of authorities entries within paragraphs or footnotes, you must rewrap those paragraphs or footnotes in the output document before you print it.*

Before you can run paragraph numbering and produce a table of authorities, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERS to number the pages correctly in the table of authorities. For information on these functions, see the chapter in this guide on paginating a document.

NOTE: *If you edit the document so that the page breaks change, you must repaginate so the table of authorities will be accurate.*

To run paragraph numbering and produce a table of authorities:

- 1 Enter PN at the Word and Document Processing menu.
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.

- 3 If you are producing more than one table of authorities, press NEXT SCREEN.

At the Define settings for table number field, enter a number 1 through 9 to identify one of the tables of authorities you are producing. You can then specify the format of that table of authorities by changing the style settings on the form. Repeat this procedure for each table of authorities you are producing. When you have finished changing all style settings, press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.

- 4 Enter Y where you are asked if you want to produce a table of authorities.
- 5 Enter the delimiters you used to enclose your table of authorities commands (for example, [and]).
- 6 Press RETURN.

The Creating Tables and/or Index form appears.

- 7 Enter document information to identify the table of authorities document.
- 8 Press RETURN.

WPS-PLUS runs paragraph numbering and produces two new documents — a document with numbered paragraphs (if you have included paragraph numbering commands) and a table of authorities.

Additional Paragraph Numbering Commands

In addition to the level commands, you can include the following paragraph numbering commands in your document:

- Outline style
- Level style setting
- Reset paragraph number
- Spaces to allow for paragraph number

Generally you should control these settings at the Numbering Style Settings for Table Number form. (See the section in this chapter on Changing Style Settings). However, if you must make style changes within

a document, you can change the settings within the document. The changes you make stay in effect until you change them again in the document. All changes you make in the document override the settings on the Numbering Style Settings form *for that document only*.

Here is a sample format string using all the optional commands:

```
[01.A.3.4]
```

where

O = Office style

1 = Level number

A = Uppercase alphabetic style

3 = Reset paragraph number to 3

4 = Spaces to allow for paragraph number

You need to include only the level command in any string; all other commands are optional. The commands you do include must appear in the following order (optional commands appear in angle brackets):

```
[<Outline style>Level number.<Level style setting>.<Reset paragraph number>.<Spaces to allow for paragraph number>]
```

Note the decimal points in the example. If you omit any optional commands in a command string, you must insert the required number of decimal points that come between two commands. You do not need to insert decimal points between the last optional command and the closing delimiter. For example, the command [5...10] changes the spaces to allow for a level-five heading or paragraph number to 10 spaces.

Outline Style

To change the outline style for a particular heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type O (Office style) or D (Decimal style).
- 4 Type the level command.

- 5 Type a decimal point, followed by other optional commands.

OR

Type a right bracket (]) or other delimiter if this is the only command you want to change.

Example:

[D2] Classified Information

This changes the level-two heading to Decimal style, so it might print as:

3.2 Classified Information

For more information on Office and Decimal styles, see the section earlier in this chapter on Outline Style.

Level Style Settings

To change the level style setting for a particular heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
 - 2 Type a left bracket ([) or other delimiter.
 - 3 Type the outline style command (optional).
 - 4 Type the level command.
 - 5 Type a decimal point.
 - 6 Type one of the following letters:
 - N (Numeric — default)
 - A (Uppercase alphabetic — A,B,C,D...)
 - a (Lowercase alphabetic — a,b,c,d...)
 - R (Uppercase Roman — I,II,III,IV...)
 - r (Lowercase Roman — i,ii,iii,iv...)
 - 7 Type a decimal point, followed by other optional commands.
- OR

Type a right bracket (]) or other delimiter if this is the last command you want to change.

Example:

[11.R] CONCLUSIONS

This changes the level-one heading to Uppercase Roman style, so it might print as:

III. CONCLUSIONS

For more information on level style settings, see the section earlier in this chapter on Level Style Settings.

Reset Paragraph Number

By default, WPS-PLUS numbers headings or paragraphs consecutively. For example, the fifth time a [1] command appears in a document, WPS-PLUS numbers it 5. However, you can reset this number for a particular heading or paragraph.

To reset the paragraph number for a particular heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type the outline style command (optional).
- 4 Type the level command.
- 5 Type a decimal point.
- 6 Type the level style setting you want (optional).
- 7 Type a decimal point.
- 8 Type the paragraph number you want to reset to.

- 9 Type a decimal point, followed by another optional command.

OR

Type a right bracket (]) or other delimiter if this is the last command you want to change.

Example:

[2..6] Secondary Requirements

This means that the second number of this level-two heading will print as the number 6. For example:

1.6 Secondary Requirements

Spaces to Allow for Paragraph Number

To reset the spaces to allow for paragraph number for a particular heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type the outline style command (optional).
- 4 Type the level command.
- 5 Type a decimal point.
- 6 Type the level style setting you want (optional).
- 7 Type a decimal point.
- 8 Type the level number you want to reset to (optional).
- 9 Type a decimal point.

- 10 Type the number of spaces to allow for paragraph number.
- 11 Type a right bracket (]) or other delimiter.

Example:

[4...8] Car Manufacturers

This means that you are allowing 8 spaces for this level-four heading to print before the text of the header or paragraph.

6.12.1.2 Car Manufacturers

For more information on the Spaces to allow for paragraph number setting, see the section earlier in this chapter on Spaces to Allow for Paragraph Number.

A

Compose Sequences for Multinational Characters

This appendix lists the compose sequences that form the DEC Multinational Character Set. These compose sequences produce characters that do not appear on most keyboards.

For complete information about displaying and printing multinational characters, see the chapter in this guide on multinational and composite characters.

Table A-1 identifies all possible compose sequence combinations. The space key is denoted by <sp>.

Unless otherwise noted in the table, the keys pressed after the COMPOSE key may be pressed in either order.

Table A-1 Compose Sequences

Symbol	Name	Compose Sequences
”	quotation marks	” < sp >
#	number sign	+ +
'	apostrophe	' < sp >
@	commercial “at” sign	aa or AA
[	left bracket	((
\	backslash	//
]	right bracket	))
^	circumflex	^ < sp >
`	grave accent	` < sp >
{	left brace	(-
	vertical line	/ ^
}	right brace	)-
~	tilde	~ < sp >
!	inverted exclamation mark	!!
¢	cent sign	C/ or C or c/ c
£	pound sign	L- or L= or l- or l=
¥	yen sign	Y- or Y= or y- or y=
§	section sign	S0 or SO or s0 or so
¤	general currency sign	X0 or XO or x0 or xo
©	copyright sign	CO or c0 or co
ª	feminine ordinal indicator	a_ or A_
«	angle quotation mark left	< <
°	degree sign	0 ^
±	plus/minus sign	+ -

(Cont.)

Table A-1 Compose Sequences (Cont.)

Symbol	Name	Compose Sequences
²	superscript 2	2 [^]
³	superscript 3	3 [^]
μ	micro sign	/U or /u (in order)
¶	paragraph sign, pilcrow	P! or p!
.	middle dot	^.
¹	superscript 1	1 [^]
º	masculine ordinal indicator	o_ or O_
»	angle quotation mark right	> >
¼	fraction one quarter	14 (in order)
½	fraction one half	12 (in order)
¿	inverted question mark	??
À	capital A with grave accent	A‘
Á	capital A with acute accent	A’
Â	capital A with circumflex accent	A [^]
Ã	capital A with tilde	A [~]
Ä	capital A with umlaut	A”
Å	capital A with ring	A*
Æ	capital AE diphthong	AE (in order)
Ç	capital C with cedilla	C,
È	capital E with grave accent	E‘
É	capital E with acute accent	E’
Ê	capital E with circumflex accent	E [^]
Ë	capital E with umlaut	E”
Ì	capital I with grave accent	I‘

(Cont.)

Table A-1 Compose Sequences (Cont.)

Symbol	Name	Compose Sequences
Í	capital I with acute accent	I'
Î	capital I with circumflex accent	I^
Ï	capital I with umlaut	I"
Ñ	capital N with tilde	N~
Ò	capital O with grave accent	O'
Ó	capital O with acute accent	O'
Ô	capital O with circumflex accent	O^
Õ	capital O with tilde	O~
Ö	capital O with umlaut	O"
Œ	capital OE ligature	OE (in order)
Ø	capital O with slash	O/
Ù	capital U with grave accent	U'
Ú	capital U with acute accent	U'
Û	capital U with circumflex accent	U^
Ü	capital U with umlaut	U"
Ÿ	capital Y with umlaut	Y"
ß	German small sharp s	ss
à	small a with grave accent	a'
á	small a with acute accent	a'
â	small a with circumflex	a^
ã	small a with tilde	a~
ä	small a with umlaut	a"
å	small a with ring	a*
æ	small a with diphthong	ae (in order)

(Cont.)

Table A-1 Compose Sequences (Cont.)

Symbol	Name	Compose Sequences
ç	small c with cedilla	c,
è	small e with grave accent	e'
é	small e with acute accent	e'
ê	small e with circumflex accent	e^
ë	small e with umlaut	e"
ì	small i with grave accent	i'
í	small i with acute accent	i'
î	small i with circumflex accent	i^
ï	small i with umlaut	i"
ñ	small n with tilde	n~
ò	small o with grave accent	o'
ó	small o with acute accent	o'
ô	small o with circumflex accent	o^
õ	small o with tilde	o~
ö	small o with umlaut	o"
œ	small oe ligature	oe (in order)
ø	small o with slash	o/
ù	small u with grave accent	u'
ú	small u with acute accent	u'
û	small u with circumflex accent	u^
ü	small u with umlaut	u"
ÿ	small y with umlaut	y"

B

Summary of WPS-PLUS Editor Functions

Tables B-1, B-2, and B-3 list the WPS-PLUS editor functions. Table B-1 lists the Gold key functions, Table B-2 lists the single key functions, and Table B-3 lists the control key functions.

If you read a function name that you cannot locate on your keyboard, find the function name in the appropriate table. Then find the keys used for that function in column two, three, or four.

These tables should be used with Figures 1-1 and 1-2, which show the WPS-PLUS functions on the LK201 and VT100 keyboards.

If you are using a VT200-series terminal, see the appendix of duplicate function keys for a list of alternate keys you can use to perform the WPS-PLUS functions listed in Tables B-1, B-2, and B-3.

Numerals in the second column refer to keypad keys, except where noted.

Table B-1 WPS-PLUS Gold Key Functions

Function Name	Description
GOLD ABBRV	Copies specified text from an abbreviation document and inserts the text in the current document at the cursor.
GOLD ADVANCE	Advances the cursor to the end of the document. Text scrolls up the screen. Use to rewrap text throughout a document or to perform calculations in a long Editor Math area.
GOLD ALT CHAR	Converts your keyboard to the Technical Character Set keyboard. Lets you type technical characters without pressing ALT CHAR each time.
GOLD BACK UP	Moves the cursor to the top of the document. Text scrolls down the screen.
GOLD BOLD	Removes bolding from text.
GOLD BOT DOCMT	Moves the cursor rapidly to the bottom of the document. Does not scroll through a document.
GOLD CENTER	Centers the text to the left of the cursor.
GOLD CHANGE EDITOR	Opens and closes the Two-Dimensional Editor (TDE).
GOLD CMND	Defines a control block. Press to begin the control block, and press again to end the control block.
GOLD CONT SRCH	Continues search for text specified in FIND function.
GOLD CONT SRCH & SEL	Continues search for text specified in FIND function and marks selected phrase with the select mark.
GOLD CUT	Copies selected text into the paste area without removing the original text.
GOLD DATE & TIME	Inserts the current date and time at the cursor.
GOLD DCL	Returns you to VAX/VMS DCL level.

(Cont.)

Table B-1 WPS-PLUS Gold Key Functions (Cont.)

Function Name	Description
GOLD DEAD KEY	Combines the character at the cursor with the character to the left. A special symbol appears on the screen. The composite character appears in the printed version.
GOLD DEL CHAR	Restores text erased with DEL CHAR, DEL WORD, RUB CHAR, RUB WORD, GOLD RUB SENT, or GOLD RUB LINE. Use immediately after the erase operation.
GOLD DEL WORD	Restores text erased with DEL CHAR, DEL WORD, RUB CHAR, RUB WORD, GOLD RUB SENT, or GOLD RUB LINE. Use immediately after the erase operation.
GOLD DOWN ARROW	Same as GOLD ADVANCE.
GOLD EMBEDDED SEARCH	Selects folders or documents that satisfy the search criteria you have specified.
GOLD FILE	When pressed at an index, selects the specified document and makes it your current document.
GOLD FOOTNOTE	Displays START FOOTNOTE and END FOOTNOTE markers, within which you type footnote text.
GOLD GET DOCMT	Inserts a document you identify into the document you are editing.
GOLD GLOBAL REPLC	Starts a global search-and-replace.
GOLD HYPH PULL	Removes hyphenation inserted by HYPH PUSH.
GOLD INDENT TAB	Inserts a word-wrap indent in the current ruler.
GOLD LANGUAGE AIDS	Displays the Language Aids menu that lets you choose the Thesaurus, Usage, Spell, Grammar, and Language options.
GOLD LEFT ARROW	Moves the cursor to the beginning of the line.
GOLD LIBRY	Copies specified text from a library document and inserts the text in the current document at the cursor.

(Cont.)

Table B-1 WPS-PLUS Gold Key Functions (Cont.)

Function Name	Description
GOLD LINE	Displays the Highlighting menu for selected text.
GOLD MENU	Displays menus associated with the Index and Read options.
GOLD MESSAGE	Displays additional information about any error message you receive.
GOLD NEW PAGE	Inserts a NEW PAGE mark in the line above the cursor. The mark remains until you delete it.
GOLD NONBREAKING SPACE	Inserts a nonbreaking space between words.
GOLD PAGE	Counts down the number of lines in the Set current text lines/page setting and inserts a PAGE MARKER.
GOLD PAGE MARKER	Inserts a PAGE MARKER in the line above the cursor.
GOLD PARA	Wraps text in one or more paragraphs. Converts carriage returns to spaces.
GOLD PARA MARKER	Inserts a RETURN and indents the cursor to the P in the ruler. Text you type begins a new paragraph.
GOLD PASTE	Copies text, including rulers, from the paste area into the document at the cursor.
GOLD PRINT HYPH	Creates a breaking hyphen, which is visible on the screen. Shows WPS-PLUS where to break a hyphenated word at the end of a line.
GOLD SHIFT/ PRINT HYPH	Creates an invisible hyphen, which is visible in view mode. Shows WPS-PLUS where to break and hyphenate a word at the end of a line.
GOLD REPLC	Replaces selected text with text in the paste area.
GOLD RIGHT ARROW	Moves the cursor to the end of the line.
GOLD RUB LINE	Erases characters left of the cursor to the beginning of the line.

(Cont.)

Table B-1 WPS-PLUS Gold Key Functions (Cont.)

Function Name	Description
GOLD RUB SENT	Erases characters left of the cursor to the beginning of a sentence. If the sentence contains a carriage return, erases characters only to the carriage return.
GOLD RULER	Displays current ruler settings for viewing or changing.
GOLD SCROLL	Lets your document scroll up the screen while you are reading it.
GOLD SPELL CHECK	Checks the spelling of a word or a selected region in a document.
GOLD STATUS	Displays a status line showing the page number, line number, column, document title, and insert/overstrike mode.
GOLD SUB SCRIPT	Marks the character at the cursor to be printed 1/2 space below the line.
GOLD SUPER SCRIPT	Marks the character at the cursor to be printed 1/2 space above the line.
GOLD SWAP	Exchanges the character the cursor is on with the character to the right of the cursor.
GOLD TAB POS	Used with CUT, PASTE, GOLD CUT, GOLD PASTE, DEL CHAR, and RUB CHAR to cut, move, or paste columns of text.
GOLD TOP DOCMT	Moves the cursor to the top of the document.
GOLD UNDER LINE	Removes underlining from selected text.
GOLD UP ARROW	Same as GOLD BACK UP.
GOLD UPPER CASE	Changes selected uppercase letters to lowercase.
GOLD VIEW	Displays text with characters that are not otherwise visible. To cancel, press GOLD VIEW again.
GOLD WIDE SCREEN	Changes your screen display to wide screen when you are reading a document. Press GOLD WIDE SCREEN again to return to regular screen display.

(Cont.)

Summary of WPS-PLUS Editor Functions

Table B-1 WPS-PLUS Gold Key Functions (Cont.)

Function Name	Description
GOLD WRITE DOCMT	Writes selected text to another document or file.

Table B-2 WPS-PLUS Single Key Functions

Function Name	Description
ADVANCE	Advances the cursor one space and sets the cursor mode to advance. The distance keys (WORD, SENT, PARA, PAGE, LINE, TAB POS, and ENTER) move the cursor forward.
ALT CHAR	Invokes the Technical Character Set for the next key you press.
BACK UP	Moves the cursor one space backward and sets the cursor mode to back up. The distance keys (WORD, SENT, PARA, PAGE, LINE, TAB POS, ENTER) move the cursor backward.
BOLD	Bolds text.
CANCEL	In a document, files the current document with no edits saved; at the Index of Documents, cancels all selections.
COMPOSE	Creates a multinational character.
CUT	Removes selected text from a document and puts text in the paste area.
DEL CHAR	Erases the character at the cursor.
DEL WORD	Erases the word at the cursor, with or without any symbols following the word.
DO	Invokes a User-Defined Process.
DOWN ARROW	Moves the cursor to the next line.
ENTER	With ADVANCE or BACK UP, moves the cursor to the next or previous right angle bracket (>). Also enters data at a prompt.
EXIT	In a document, files the document with all edits saved; on a menu or form, returns you to the previous menu or form.
FIND	In a document, searches for specified text; on a form, lists valid entries for a particular field.
HELP	Displays help information for a particular function or option, or a keyboard diagram.

(Cont.)

Table B-2 WPS-PLUS Single Key Functions (Cont.)

Function Name	Description
HYPH PUSH	Pushes characters back to the previous line so they precede a hyphen.
INSERT/OVERSTRIKE	Switches between insert mode and overstrike mode.
INTERRUPT	Interrupts or halts the current function.
LEFT ARROW	Moves the cursor to the left.
LINE	With ADVANCE or BACK UP, moves the cursor to the next or preceding line.
MAIN SCREEN	Displays the Editor menu and Editor Attributes form.
NEXT SCREEN (LK201 keyboard only)	Moves the cursor to the next screen display (24 lines forward).
PAGE	With ADVANCE or BACK UP, moves the cursor to the next or preceding page-end mark.
PARA	With ADVANCE or BACK UP, moves the cursor to the beginning of the next, previous, or current paragraph.
PASTE	Copies text from the paste area into the document at the cursor.
PREV SCREEN (LK201 keyboard only)	Moves the cursor to the previous screen display (24 lines backward).
RETURN	Inserts a carriage return and moves the cursor to the start of the next line. Pressing RETURN twice inserts a blank line, such as between paragraphs.
RIGHT ARROW	Moves the cursor to the right.
RUB CHAR	Erases the character left of the cursor.
RUB WORD	Erases the word and/or symbol left of the cursor.
SEL	Selects text for cutting, highlighting, or other functions.
SENT	With ADVANCE or BACK UP, moves the cursor to the next or preceding sentence.

(Cont.)

Table B-2 WPS-PLUS Single Key Functions (Cont.)

Function Name	Description
TAB	Moves text right to the next tab position indicated in the ruler.
TAB POS	With ADVANCE or BACK UP, moves the cursor to the next or preceding tab position.
UNDER LINE	Underlines selected text.
UP ARROW	Moves the cursor to the previous line.
UPPER CASE	Changes selected text to uppercase.
WORD	With ADVANCE or BACK UP, moves the cursor to the next or preceding word.

Table B-3 WPS-PLUS Control Key Functions

Function Name	Hold Down	And Press	Description
CTRL/D	CTRL	D	Inserts an External Application Block in your document. Delete the block by using RUB WORD or DEL CHAR. For information on the External Application Link, see <i>Accessing External Applications</i> in this documentation set.
CTRL/N	CTRL	N	Deletes redlined text from part or all of a document.
CTRL/W	CTRL	W	Restores the original display on the screen.

C

Duplicate Function Keys for VT200-Series Terminals

Table C-1 lists additional function keys available on the LK201 keyboard.

If you are using a VT200-series terminal (for example, a VT220 or a VT240 terminal), you can use the keys listed in Table C-1 to perform some of the functions listed in Table B-1 or B-2.

Table C-1 Duplicate Function Keys on the LK201 Keyboard

WPS-PLUS Key	Duplicate Key
CUT	REMOVE
DEL CHAR	REMOVE
PASTE	INSERT HERE
SEL	SELECT

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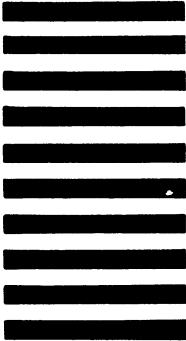
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